

PLANNER II

CODES/PAY RANGE

Class Code: 4030

EEO Code: B

Pay Range: 215

MAJOR FUNCTION

Progressively responsible work gathering, analyzing and presenting planning, environmental, and socio-economic information used to develop public policy and/or to support the Comprehensive Planning Program.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Analyzes information and data, and makes estimates and projections based on this information.

Confers with appointed and elected officials and senior staff to define and effect solutions to planning problems.

Makes recommendations on rezoning, special exception and variance requests. Helps formulate land use goals, objectives, and policies. Prepares studies and plans as part of Comprehensive Planning Program.

Reviews and critiques site plans, subdivision layouts, planned unit developments, etc. Provides technical planning assistance to the County Council and various boards.

Prepares and presents public information/education programs.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Demonstrates all knowledge, abilities and skills of the lower level.

Knowledge of subdivision and zoning regulations and how they affect long and short range planning. Knowledge of various tools and resources available for gathering data.

Ability to analyze data and make estimates and projections based on available information. Ability to formulate goals, objectives, and policies and prepare land use plans. Ability to identify

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land use issues and solutions. Ability to prepare and deliver oral presentations and write reports that are clearly understood. Ability to critique development plans to achieve better designs and to insure conformity with established policies, standards and requirements. Ability to prepare and implement public information/education programs.

MINIMUM QUALIFICATIONS

Master's degree in Planning or related field; or Bachelor's degree in Planning or related field and two (2) years progressively responsible work in a public or private planning agency.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals, reports, abstracts, statistical data, legal documents. Ability to perform general mathematical functions. Ability to write comprehensive reports relaying detail, data and information. Ability to speak publicly. Ability to analyze data and develop conclusions.

Environmental Demands: Generally inside work.

Physical Demands: Sedentary work.

Revised 7/99