

PLANNER (PLANNING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Planning or Director of Planning and Development, an employee in this class is responsible for preparing and conducting physical planning studies and participates in the implementation of community development projects. The Planner (Planning) is distinguished from the Assistant Planner (Planning) by the degree of independent action and responsibility in performing work functions. Supervision may be exercised over a staff of technical and clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of the municipality's development and land use policies;

Conducts physical planning studies involving land use, population, transportation, highways, traffic flow, housing, utilities, recreation areas, soil and water conservation, through field surveys and use of reference materials;

Submits data to department and discusses with supervisor;

Prepares and develops sketches, site designs, and maps from field study data and reference materials;

Reviews and makes recommendations, depending on area of responsibility, concerning proposed changes in local zoning, subdivision and related regulatory instruments, proposed construction programs, and other proposals which may affect the municipality's general development of specific public assets;

Provides and exchanges information on physical planning, zoning, and subdivisions when requested by municipal officials and members of the public;

Develops, updates and maintains municipal maps in a Geographic Information System for use by various departments;

Prepares GIS reports and analysis for various engineering and planning projects, and/or municipal assessment maps;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail, database software, CAD and GIS in performing work assignments;

Keeps abreast of current trends in the field and reviews relevant documents and literature for purposes of referral;

May assist with the development of a municipal Master Plan and the development of municipal legislation dealing with land use, zoning, wetlands, steep slopes and conservation and environmental issues.

REQUIRED KNOWLEDGE, SKILLS, AND ATTRIBUTES: Thorough knowledge of the general principles and techniques used in municipal planning; good knowledge of zoning and subdivision principles and practices; ability to organize and conduct physical planning studies; ability to interpret visual data from maps and charts; ability to compile, analyze and interpret physical data; ability to prepare sketches, maps, site designs and plans from field studies or office materials; ability to work well with others; ability to express oneself effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to supervise the work of others; ability to effectively use various computer applications such as spreadsheets, word processing, calendar, e-mail, database software, CAD and GIS; tact; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) Bachelor's Degree* and three (3) years of experience in which the primary function of the position was urban or regional planning, architecture, engineering, or a related field; or (b) Bachelor's Degree* in City, Urban or Regional Planning, Engineering (Civil, Environmental, Traffic, or similar), Architecture, Landscape Architecture, Geography or related field and two (2) years of experience as described in (a); or (c) Master's Degree* in City, Urban or Regional Planning, Engineering (Civil, Environmental, Traffic, or similar), Architecture, Landscape Architecture, Geography or related field and one (1) year of experience as stated in (a); or (d) AICP Certification through the American Institute of Certified Planners.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.