

## PLANNER I

### **PURPOSE AND NATURE OF WORK**

This is a responsible professional planning work at the entry level in a planning program. Work of this class includes researching, analyzing and reporting on various planning projects and programs. Incumbents are also involved with formulating, modifying and administering current and/or long-range master plans. Work is performed under the general supervision of a higher-level employee.

### **ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Conducts surveys, analyzes data, prepares reports and assists in making presentations on a variety of planning and development projects. Monitors land use changes; selects areas where significant changes have occurred and evaluates their effect on future land use. Forecasts land use needs, and assists the business community with information for feasibility studies. Prepares outlines of data desired, compiles necessary data, and prepares preliminary studies, plans and projections for land use, zoning, land subdivision, streets, drainage, parking, schools, parks and other related areas. Assists with monitoring and amending the master plan. Provides zoning information for citizens, reviews and analyzes applications for zoning amendments and variance, and reviews subdivision plats to ensure compliance with subdivision regulations. Provides information relative to growth trends, population projections, future land use needs, urban design, and basic demographic information. Maintains all Floodplain Management related plans (Hazard Mitigation Plan, Substantial Damage Response Plan, Program for Public Information, Comprehensive Drainage Plan, Flood Insurance Assessment, among other associated CRS creditable plans). Tracks updates/project statuses on each plan and provides annual updates to the Council. Assists with planning informational presentations to media and civic groups regarding floodplain and drainage projects.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of and the ability to apply various principles, practices, and techniques of community and urban planning.

Knowledge of and the ability to apply various local and state ordinances and regulations governing land use, zoning and land subdivision.

Some knowledge of economics, municipal finance, and various sociological factors which influence urban planning and development.

Some knowledge of the purpose and function of various local, state, and federal agencies as they pertain to land use and capital improvement.

Ability to follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with elected officials, other employees and the general public.

Ability to express ideas clearly and concisely, orally and in writing, to groups and to individuals.

Ability to make assessments of a broad spectrum of data, identify relevant issues and concepts and compile the data into a logical and well-documented presentation of recommended alternatives and methodologies.

Ability to interpret, communicate and apply rules and regulations in daily work activities.

### **DESIRABLE TRAINING AND EXPERIENCE**

Bachelor's degree in Planning or related field and/or some experience in urban planning or related work; or any equivalent combination of training and experience. Experience with Adobe Creative Suite, GIS, AutoCAD, or related software also desired, depending on area of assignment.