

## PLANNER I

NATURE AND VARIETY OF WORK

This is entry level professional work addressing a wide range of issues relating to public health, safety and welfare. Incumbents assist in research, planning and program development in a diverse range of issues having County-wide impact, i.e., housing, economic, environment, transportation, pollution, land use, solid waste management, etc. Work may be performed as a member of a project team. Work assignments are under the close supervision of higher level planners. Work is evaluated in terms of timeliness, quality and quantity of work produced.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists in the preparation of special studies or planning and program development/coordination reports.

Conducts basic research on selected aspects of the County's planning and program development/coordination function to include housing, economic, environment, and transportation, etc.

Assists in the preparation of background materials and data for the formulation of the County's planning requirements.

Assists in the analysis of planning referrals from County, State and Federal agencies.

Assists in the research of grant applications for funding planning programs.

Conducts field surveys relative to assigned planning work.

Attends public hearings and/or meetings.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general

occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Knowledge in a variety of public health, safety and welfare issues, i.e., housing, economic, environmental, transportation, pollution, land use, solid waste management, etc.

Knowledge of sources of information and research methods in the fields of County planning.

Knowledge of the interrelationships between the County government and federal, state, regional and bi-County agencies.

Ability to conduct planning research and prepare and analyze reports.

Ability to work effectively as a team member either in planning or administration of planning programs.

### MINIMUM QUALIFICATIONS

Bachelor's degree in urban and regional planning, public administration, economics, business administration, political science, or other closely related fields, with experience in urban planning; or any equivalent combination of education and experience.

CREATED: 7/71

REVISED: 10/88