

PLANNER II

NATURE AND VARIETY OF WORK

This is full performance professional work addressing a wide range of issues relating to public health, safety and welfare. Incumbents perform 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 supervision of higher level planners. Work is evaluated in terms of timeliness, quality and quantity of work performed.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Participates in the selected aspects of County policy planning such as housing, economic, environment, transportation, solid waste management, etc.

Prepares special studies and planning reports such as the Ten-Year Comprehensive Water and Sewerage Plan, the Capital Improvement Program, or other planning and program development/coordination projects.

Analyzes and prepares comments and recommendations on planning referrals from County, State and Federal agencies; reviews and comments on County's general, functional or master plan.

Analyzes tentative strategies to ensure uniform implementation of the County's planning policies.

Monitors the implementation of corrective actions for problems discovered.

Attends and/or may represent the Planning Division at public hearings or meetings, at conferences with other governmental agencies.

Researches grant applications for funding planning programs.

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

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

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

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

Ability to develop planning proposals and prepare planning reports.

Ability to work effectively either in planning or in the administration of planning programs.

Ability to collect and summarize, analyze, and interpret a variety of physical, socio-economic and related data.

Ability to describe observations, state arguments, and propose recommendations clearly, accurately, and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban and regional planning, public administration, economics, business administration, political science, or other closely related fields, with a minimum of one (1) year of professional experience in urban and regional planning; or any equivalent combination of education and experience.