

PLANNER III

NATURE OF WORK IN THIS CLASS:

This is complex professional planning work.

Employees in this class perform the full range of complex professional physical, social, economic, and urban (land use, zoning, transportation, health, education, community development, energy, manpower, environmental) planning duties, including independent work in specialized areas of the profession.

Employees often serve as team or group leaders over less experienced professional staff.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be performed; any one position may not include all the duties listed).

Conducts various planning studies and surveys including formulation of elements of comprehensive plans and the implementation of those plans through the various regulations and procedures.

Plans, develops, and conducts a specialized or major phase of a planning project.

Coordinates and participates in the collection, analysis and presentation of data, including written and graphic presentation of findings.

Participates in the development and application of research design and analysis for the stimulation and projection of master plans.

Develops and selects methodology for individual projects, including detailed specifications of the data to be analyzed.

Evaluates and analyzes the impact and effect of proposed construction, community development projects, grant applications, and legislations pertaining to the planning program.

Coordinates or provides technical support to task force groups or others engaged in planning and developing specific planning programs.

Prepares technical reports and recommendations in the various planning fields.

Interviews local officials concerning the planning and developing of various planning fields; may speak before community agencies concerning planning programs.

Leads the work of lower level professional and technical staff.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and objectives in either physical, economic, social or urban planning.

Knowledge of the techniques and procedures involved in the collection, validation, analysis, and projection of specific planning data.

Knowledge of statistical sampling and analysis methods.

Knowledge of research methodology.

Ability to lead the work of others.

Ability to collect, analyze, organize and interpret data for planning projects and present results or analysis effectively in oral, written or graphic form.

Ability to prepare and evaluate technical reports and recommendations in a specific planning field.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

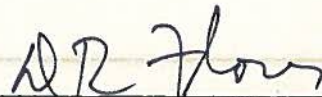
Ability to maintain records.

MINIMUM EXPERIENCE AND TRAINING:

(a) Three years of experience as a Planner in either physical, social, economic, or urban planning work and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering (civil, electrical, environmental) urban planning or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission