

JUNIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position which involves work related to community, county and regional planning. Incumbents gain experience in the performance of research, preparing reports and studies, and recommending solutions to planning problems. The class differs from that of Planner in that this is an entry level position in which incumbents gain planning work experience, whereas Planner is a full performance position in which incumbents perform work of greater complexity with more independence. Work is performed under direct supervision. Supervision of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in and conducts studies involving research investigation and analysis of sociological, economic and environmental factors related to municipal, regional or community planning;
2. Develops skills and techniques in preparing specialized planning projects such as land development, community development economic development, transportation, housing, water supplies agriculture, sustainability, environment, energy planning, and others;
3. Receives training and functions with increasing independence in a variety of areas;
4. Collects and analyzes data (including census data) in connection with work assignments;
5. Gains skill and techniques in the planning and conducting of field studies and surveys;
6. Reviews and makes recommendations on the more routine local zoning ordinances in compliance with statutory requirements;
7. May meet with municipal planning boards, zoning boards, legislative bodies, and other public officials to advise on planning matters and make recommendations;
8. May assist in the preparation of grant applications;
9. May assist with the preparation of written material, data, and graphics;
10. Provides information to the public by telephone, email, or in person;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the purposes, principles and terminology employed in municipal, regional and community planning; working knowledge of zoning and subdivision principles; working knowledge of current problems and literature in the field; working knowledge of research methods and techniques; working knowledge of federal and state programs related to the planning process; ability to develop skills and techniques in preparing specialized planning projects such as land development, community development economic development, transportation, housing, waters supplies and others; ability to learn various software packages; ability to understand complex oral and written directions; ability to get along well with others; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

JUNIOR PLANNER (cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Planning or a related field (e.g. urban studies, environmental sciences, civil engineering, geography, economics or transportation planning);
- OR: (B) Bachelor's degree and one (1) year of technical work experience in Planning.
- OR: (C) Associate's degree and three (3) years of technical work experience in Planning;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A) and (C) above.

NOTE: Your degree or college credit 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.

PL0205

ADOPTED: 05/19/78

REVISED: 02/15/85 04/07/93 10/21/96 01/26/15 2/23/2022