

**Classification Title: Planner II**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Conducts professional studies on current and long range planning issues which include, but are not limited to, transportation, cost of development, forecasting school needs, housing, health care, child care, land use and general county trends. Works with citizens and community groups to assess needs, research and analyze data, and present reports for future programs and expenditures.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Interprets laws, ordinances and regulations and recommends future needs and expenditures. Visits sites, estimates demand for programs, services and/or land use.
2	S	Researches, analyzes and interprets demographic data and program use data. Meets with community groups and citizens to gather input and present current data. Compiles the data and creates usable reports and models.
3	S	Investigates inquiries and complaints regarding regulations, contracts or violations. Monitors contractors currently providing services.
4	S	Reviews programs and projects for possible inclusion into plans and budgets. Determines if proposals are in compliance with all ordinances and regulations.

**CLASSIFICATION REQUIREMENTS:**

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Education	Master’s degree in Planning, Landscape Architecture or related field.
Experience	Two years of experience in planning.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a “safe” driving record required.
Reading	Advanced
Math	Intermediate

CLASSIFICATION REQUIREMENTS	
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Engineering tools and equipment, cameras, geographical measuring tools, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.