

Classification Title: Planner III

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages and implements current and long range planning programs, including development and implementation of a comprehensive land use plan, transportation planning as part of the larger metropolitan area, an historic preservation program, environmental quality, and data analysis and modeling including school enrollment projections. Ensures compliance with all long range plans. Monitors current projects and contracts to ensure projects remain on schedule.

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	Develops work plans and long range plans to update the County's programs and services. Develops, interprets and enforces all planning regulations and contract specifications.
2	L	Coordinates planning efforts in providing complex interpretations of planning related ordinances and regulations. Reviews and edits staff reports and committee agenda item. Meets with planners, community leaders and gathers relevant data for program designs and implementation.
3	L	Coordinates with departments and agencies on special projects. Supervises and participates in projects, services and products that are contracted.
4	S	Prepares and delivers presentations and provides expert advice on planning and data analysis issues. Provides technical assistance to staff.

CLASSIFICATION REQUIREMENTS:

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Education	Masters degree in Planning, Landscape Architecture or related field.
Experience	Five years professional experience in planning.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Interpersonal / Human Relations Skills	Work requires very 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 broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. 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.