

PLANNER II

I. **BASIC FUNCTIONS:**

The employee occupying the position of this class is responsible for performing responsible, professional planning work in the formulation, implementation, and maintenance of comprehensive land development plans.

II. **DISTINGUISHING CHARACTERISTICS:**

The Planner II is expected to participate in the design and development of major elements of Borough long range planning and development programs. Responsibilities relate to a broad spectrum of planning issues involving, land use, public facilities, and transportation for neighborhoods, cities, and the Borough, as well as the development or application of ordinances, regulations, and statutes. Assignments are project-oriented involving the application of advanced physical, social, and economic planning principles and techniques and are performed with considerable independence within project parameters requiring analysis, judgement, discretion, and tact.

Supervision Received:

General supervision is received from the Planning Services Chief who assigns projects and reviews work upon completion for results obtained.

Supervision Exercised:

Supervision is not a normal responsibility of this class, although guidance and direction is provided support to staff on specific projects.

Working Conditions:

Work is performed primarily in an office setting, although some travel throughout the Borough is required to attend meetings and collect information in the field. Most of the travel required can be accomplished by conventional motor vehicle, but some remote sites may require travel as a passenger in a light aircraft or by boat. Travel and field work may involve exposure to a variety of adverse weather conditions and hazards, including wildlife on the road.

In the office, the employee may have some exposure to materials and chemicals used in blueprint developing (ammonia) and in graphic production and presentation (spray fixatives, cements, inks and dyes). The noise level in the office will normally be quiet to moderately noisy due to office equipment, telephones, and other employees or members of the public with business in the office.

PLANNER II**III. REPRESENTATIVE EXAMPLES OF WORK:**

Formulates, implements, and maintains comprehensive development plans for the Borough; conducts studies, analyzes, computes data, accepts public input, and prepares reports relating to land use, public facilities, transportation, and other planning issues; participates on land management planning teams.

Serves as consultant/advisor to Borough cities, planning committees and other groups on planning-related issues; attends monthly meetings; facilitates the development of community plans; prepares comprehensive development plan reports; presents reports to Borough Planning Commission and Assembly; assists in the formation of local planning committees.

Assumes responsibility for the preparation of comprehensive development plans, community facilities plans, land use plans, transportation plans, and related planning efforts, as needed; researches and analyzes data, laws, and regulations; develops recommendations for presentation to and adoption by local groups the Borough Planning Commission and Assembly.

Prepares and coordinates the Borough's capital improvement program; obtains information from the Borough manager and other departments regarding future projects; analyzes data and develops recommendations; develops CIP fund request levels and submits program through appropriate authority to local groups and the Borough Planning Commission and Assembly.

Assumes the lead role in the analysis of local government annexation, detachment, and incorporation issues for the Borough, as needed.

Develops and reviews zoning regulations and other regulatory tools, as needed; enforces zoning regulations, as required.

Represents the Borough in various planning related matters, as assigned.

Performs related work as required.

IV. KNOWLEDGES, ABILITIES, AND SKILLS:

Considerable knowledge of planning principles, techniques and the socio-economic and legal implications of planning.

Considerable knowledge of research techniques.

PLANNER II

Considerable knowledge of common federal, state, and local laws and regulations related to land use planning and development.

Considerable knowledge of statistical analysis, forecasting, and data gathering techniques and procedures related to urban, regional and community planning.

Considerable knowledge of site planning and the public input process associated with land use planning.

Knowledge of social, economic, and environmental problems and issues affecting the development of land and related resources.

Ability to learn State statutes and local government codes related to land, municipal law, land use planning.

Ability to gather and analyze data, develop reports and recommendations, and present information orally and in writing.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to perform assigned projects independently.

Ability to think conceptually, make observations, evaluate trends and data, and draw logical conclusions.

Ability to deal with the public tactfully and courteously.

Ability to establish and maintain effective working relationships with public agencies, public officials, developers, citizen groups, and the public.

Ability to interpret topographical, soils, and related mapping systems.

Ability to organize and conduct public hearings and coordinate with interested parties.

Ability to interpret and apply relevant federal, state, and local laws, regulations, and ordinances.

Ability to operate computer programs related to the planning function.

Skill in preparing written technical documents.

PLANNER II**V. GENERAL RECRUITING QUALIFICATIONS:**

Minimum: Three years of progressively responsible professional land-use planning experience,

or

substituting a graduate degree in planning or related course work for the professional experience, to a maximum of eighteen months.

Incident Command System classes required ICS 100, 200, 700 and 800 within 1 year of hire. Other ICS courses may be required according to position held within the EOC, and will be determined by employee supervisor and Emergency Manager.

VI. ADDITIONAL INFORMATION:**Tools and Equipment Used:**

Office equipment such as computers and computer software packages, telephones, facsimile machines, photocopiers, blueprint machine, plotters, and printers; technical equipment such as planimeters, scales, proportional dividers, stereoscope, still and video cameras, calculators, etc.; and motor vehicles.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is required to sit for long periods of time and to periodically stand and walk, including standing to make presentations to groups. The employee is frequently required to talk and listen to individuals and groups. The employee is periodically required to walk out-of-doors on site visits or to collect field information, and may occasionally be required to lift and carry up to 25 pounds. The employee is required to use hands and fingers extensively to manipulate tools and equipment such as computers, pens, telephones, and other tools listed above.

Specific vision abilities required by this position include those associated with reading text, maps and computer screens, and with safe operation of a motor vehicle in daylight and darkness, and in all weather conditions. Color vision is helpful in interpreting mapped information.