

PLANNER IV

DEFINITION

Under direction, to supervise subordinate personnel in professional planning work; to perform difficult and specialized planning work; to present studies and recommendations to the Planning Commission; and to do other work as required.

CLASS CHARACTERISTICS

The class of Planner IV is a dual concept class. Positions are either responsible for supervising subordinate planners or are assigned complete responsibility for complex projects or a specialized function with little technical review. Employees routinely rotate into supervisory and nonsupervisory assignments.

EXAMPLES OF DUTIES

1. Organizes, coordinates and supervises the work of a unit of planning activity; assigns, reviews, evaluates and redirects the work of subordinates; discusses training needs of individuals with supervisor; edits and combines work of subordinates into a finished report; presents plans to agency staff, advisory committees and governing bodies.
2. Performs research and analysis of the most difficult planning problems; lays the ground work in new programs; coordinates the development of a major unit of planning activity with other governmental and private groups requiring a high level of public contact; represents the County in meetings and as liaison with consultants or volunteer sources of manpower.
3. Provides information to members of the inquiring public; coordinates the preparation of charts, maps, visual displays, etc., by the drafting personnel; keeps informed on new developments in the planning field; assists in the training of staff; participates in general staff meetings by making presentations on the progress of projects.
4. Conducts the more difficult field investigations and supervises enforcement activities regarding reported violations of the County Zoning Code and other applicable County laws regulating the use of land, and the establishment and use of buildings and other structures.
5. May assist the Senior Planner in the administration of the section.

MINIMUM QUALIFICATIONS

General Knowledge of

Principles, methods and procedures of regional, county and city planning.

Physical, social and economic implications involved in city, county and regional planning including the development of urban and suburban environments and aesthetic needs.

Legal implications of planning and zoning activity.

Research methods including statistics.

Governmental organizations, transportation, communications and public utility systems as related to planning.

Ability to

Organize and conduct research studies utilizing many sources of information.

Compose complete reports of research findings in written, graphic and design form.

Work effectively with the general public and community agencies concerning matters of land uses and their relation to planning functions.

Supervise and coordinate the work of other planners or volunteer staff.

Make analyses and recommendations based on findings in studies, field observations and public contacts.

Interpret and apply laws and regulations to planning projects.

Use a County-approved means of transportation to travel to work sites.

Education/Experience

EITHER I

A Bachelor's Degree in planning or a related field and three years of planning experience in research, land use administration or in the development of social, physical, environmental or economic plans.

OR II

A combination of education and/or equivalent and relevant planning experience required to develop the knowledge and abilities listed as minimum qualifications. (Full membership in the American Institute of Certified Planners (AICP) is considered qualifying.)

JM:mm

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