

PLANNER

Job Code	Pay Grade
06150	CL16

Nature of Work

This is professional level work carrying out planning projects and conducting independent studies in urban planning and related areas. An employee in this class may assist in planning and delineating difficult and complex studies of planning data and development trends designed to facilitate reports and presentations necessary to the organization, development and continuing review of the planning program. Work requires the exercise of some independence in the performance of complex studies and projects, and limited supervision may be exercised over subordinate technical personnel and aides engaged in the preparation of detailed graphic and/or written presentations.

Minimum Qualification Requirements

- 6 years professional work experience in urban planning; or
- Bachelor's Degree with major course work in urban planning, public administration, government, law, engineering, design, economics, social science, geography, statistics or related field, and 1 year of professional work experience in urban planning; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts research and prepares studies relating to such items as land use, zoning, economic base, transportation systems, utility systems, community facilities, population, housing, conservation and/or neighborhood revitalization.
- Prepares preliminary drafts and edits materials related to the planning area of assignment.
- Assists in conducting various field studies and surveys related to the county planning program and assists in making presentations to various public and private groups or organizations.
- Assists superiors in administrative duties related to preparation and presentation of planning data in graphic and/or written form for use by county authorities and the public.
- May direct technical support personnel on planning projects.
- May perform data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of public planning.
- Knowledge of the principles and practices of civil engineering and architecture as applied to public planning.
- Knowledge of economics, municipal finance and sociology as applied to public planning.
- Knowledge of modern office procedures, practices, and appliances.
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to supervise and participate in complex planning studies or elements thereof, and to analyze information and formulate substantive recommendations based upon such studies.

For official use only

Revised	EEOC Code	Overtime Code
7/07	Professionals	Classified/Excluded