

## PLANNER I

**PURPOSE:** Assist with various planning studies and projects in such fields as community and business development, housing, zoning and land use, preservation and environmental planning.

### FUNCTIONAL AREAS:

1. Assist with and conduct various planning studies and projects.
  - A. Participate in the design of survey questionnaires.
  - \* B. Collect, process, and interpret basic field data.
  - \* C. Prepare reports to present findings, conclusions, and recommendations.
  - \* D. Coordinate assigned projects.
  - \* E. Ensure compliance with applicable codes, laws, and regulations related to assigned projects.
  
2. Provide technical assistance on planning-related issues.
  - \* A. Assist senior staff members in technical phases of planning.
  - \* B. Assist in evaluating projects and proposals, including the review of site plans and architectural drawings.
  - \* C. Create artwork and graphic material for charts, graphs, maps, and promotional pieces.
  - \* D. Photograph planning and community development projects.
  - E. Assist various groups, citizen committees, community groups, state agencies, private industry, and City departments with their planning needs as assigned.
  - \* F. Respond to routine questions from the public.
  - G. Attend meetings to address groups as requested or assigned.
  - H. Attend related workshops and seminars.
  
3. Participate in the development of grant applications.
  - \* A. Assist in defining project scope, work programs, and budgets for grant applications.
  - \* B. Conduct research for grant applications.
  - C. Identify potential funding sources.
  - \* D. Conduct follow-up contacts.
  - E. Prepare grant applications.
  - \* F. Oversee the financial management of grant funds, as assigned.

## JOB REQUIREMENTS

### Education & Experience Requirements:

- † A. Four-year bachelor's degree in Business Administration, Planning, Urban Development, Social Science, or other research-based field; plus one year full-time equivalent verifiable experience in the functional areas identified as essential above.

Knowledge Requirements:

- † A. Knowledge of general planning principles and practices.
- † B. Knowledge of basic research principles and methods.
- † C. Basic knowledge of GIS (Geographic Information System) and photographic principles and techniques.
- † D. Knowledge of the forms and uses of graphic design and presentation.
- E. Knowledge of group dynamics.

Ability Requirements:

- † A. Ability to collect data, analyze findings, and make recommendations.
- B. Ability to assemble and interpret basic statistics.
- † C. Ability to make mathematical calculations such as averages and percentages.
- † D. Ability to use a micro-computer and associated word processing and spreadsheet applications software.
- † E. Ability to prepare concise and effective oral, written, and graphic reports and presentations.
- † F. Ability to create charts, graphs, maps, site plans, and architectural drawings.
- † G. Ability to communicate effectively, both orally and in writing.
- † H. Ability to accept responsibility, take initiative, and work independently with limited direction.
- † I. Ability to utilize creative problem-solving techniques.
- † J. Ability to understand, interpret, and apply pertinent laws, codes, ordinances, regulations, and related legislation.
- † K. Ability to direct, guide, and work cooperatively with people and groups of diverse backgrounds.
- † L. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
- † M. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
- † N. Ability to attend work on a regular basis.

\*Essential functions of the position

†Job requirements necessary on the first day of employment

Analyst: JA	Class # 3426	Union: Basic	Pay: 129
CSB: 20070206	CC: 20070226	Res #: 07-0144R	WC Code: 8742
EEO Funct: Community Development		EEO Cat: Paraprofessional	