



PLANNER

CLASS SUMMARY: To perform professional planning work on projects of limited complexity relating to comprehensive plan/implementing code development and/or code administration; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the entry/journey level in the Planner series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform a full range of duties as assigned with increasing independence. This class is distinguished from the Associate Planner in that the latter provides more complex professional planning support.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Planning Program Manager, and technical and functional supervision from Associate Planner.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Compiles, researches, and analyzes social, economic, statistical and land use data and trends; prepares written reports on current and long-range planning matters. |
| 2. | Conducts field surveys of land usage; compiles, colors and/or draws working maps, sketches and layouts. |
| 3. | Answers public inquiries on planning-related issues; interprets land use regulations to the public. |
| 4. | Delivers special presentations to the private sector, community groups, the Board of County Commissioners and various committees; prepares staff reports as necessary. |
| 5. | Participates on special committees and task forces as necessary. |

Knowledge of (position requirements at entry):

- Modern principles and practices of planning.
- Current literature, information sources and research techniques in the field of urban planning.
- Laws, ordinances, policies and regulations governing planning, growth management and land use.

Ability to (position requirements at entry):

- Interpret and apply applicable laws, ordinances and policies.
- Learn to perform professional planning work with a minimum of supervision.
- Analyze and compile technical information and reports.

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- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning or a related field. One year of responsible professional planning experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Exempt