

NEW CASTLE COUNTY GOVERNMENT

Number 0620

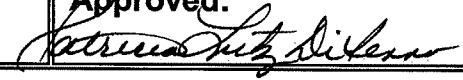
CLASS SPECIFICATION

Page 1 of 2

Date 05/01/01

Title: PLANNER III

Approved:



GENERAL STATEMENT OF DUTIES: Assumes responsibility for one or more planning programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, organizes and directs a small staff of employees engaged in activities pertaining to the examination of and recommendations concerning proposed subdivisions, zoning changes, zoning appeals, site plans, social planning, long-range planning studies, etc.; compiling and analyzing research data and performing related activities. An employee in this class works under the general supervision of a superior and exercises considerable judgment and independence in technical planning matters.

EXAMPLES OF WORK: (Illustrative only)

- Prepares long-range and short-range plans for the County;
- Reviews and analyzes plans and specifications for compliance with County policy and sound planning principles;
- Designs land development plans within the subdivision regulations of New Castle County;
- Reviews field inspection reports for conformance with zoning and subdivision codes, and confers with development and licensing on zoning matters;
- Reviews and takes appropriate action on field reports related to planning;
- May assist or participate in the supervision of a division or section;
- Receives general work assignments, schedules their performance and makes general assignments to subordinates;
- Performs the more difficult planning work and reviews work prepared by subordinates;
- Reports on the progress of work, makes adjustments as necessary in the scheduling of work;
- Prepares or reviews plans and reports;
- Confers with the public and other organizations on matters concerning planning which occasionally requires speaking to organizations and in individual conferences;
- Chairs meetings of Subdivision Advisory Committee;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

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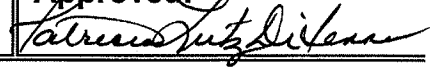
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Date 05/01/01

Title: PLANNER III

Approved:



REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of planning; thorough knowledge of laws and regulations related to planning and ability to enforce them with firmness and tact; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to supervise the work of professional and non-professional assistants; good judgment; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in planning, civil engineering or architectural work, including at least one year experience at the level of Planner II and possession of a Master's Degree from an accredited college or university with major course work in city, regional, or social planning, civil engineering or related field; two years of experience may be substituted in lieu of a Master's Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

HISTORY OF REVISIONS:

Established: 02/11/74
Revised: 07/07/88
Revised: 05/01/89
Revised: 04/01/94
Revised: 07/01/97
Revised: 05/01/01