

# NEW CASTLE COUNTY GOVERNMENT

Number 0615

## CLASS SPECIFICATION

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Date 01/05/18

Title: PLANNER II

Approved:



GENERAL STATEMENT OF DUTIES: Performs a wide range of professional planning assignments relating to zoning, subdivision of land, physical development and comprehensive planning of the County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs professional planning work involving knowledge of the principles and practices of city, regional comprehensive planning and understanding of the physical, social and economic concepts underlying planning work. Duties include field and office investigative work. This employee may also perform drafting and calculations in the preparation of drawings, sketches, maps and plans. The work is performed in accordance with the procedures and policies of the County and under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Develops zoning and planning studies and reports;
- Reviews subdivision plans for conformity with principles of good planning, land use practices in adjacent development and for compliance with subdivision regulations;
- Collects and organizes statistical data essential to the preparation of the comprehensive plan and related programs including industrial development, population, its composition, characteristics, growth and trends;
- Locates, selects and compiles basic data;
- Acts in an advisory capacity on questions of graphics presentation and format of plan maps;
- Gives public presentations and lectures;
- Performs office and field investigative work, independent research and report writing;
- May assist or participate in the supervision of designated staff;
- 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 personal computer and other related equipment in the course of the work.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of principles and practices of County planning including basic techniques of statistics, demography, economics and sociology; ability to do technical research work and give reliable advice on planning problems; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain working relationships with other employees, elected officials and the public; ability to supervise the work of others; ability to resolve problems.

**MINIMUM QUALIFICATIONS:** At least one (1) year professional experience at the level of Planner I in planning, architectural or civil engineering work and possession of a Bachelor's Degree from an accredited college or university with major course work in city, regional or social planning, civil engineering or related field; a Master's degree may be substituted for the professional experience at the Planner I level; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check.

**PREFERRED QUALIFICATION:** American Institute of Certified Planners (AICP) Certification.

**HISTORY OF REVISIONS:**

Established:	01/22/74
Revised:	05/27/80
Revised:	07/07/88
Revised:	05/01/89
Revised:	04/01/94
Revised:	07/01/97
Revised:	05/01/01
Revised:	07/19/16
Revised:	01/05/18