

PLANNER I

NATURE OF WORK

This is entry level professional planning work.

An employee in a position allocated to this class will work in one of the following areas: Transportation, Land Use, Economic, Parks & Recreation, Project Monitoring, Community Development and Comprehensive long-range planning. Work involves the application of planning principals and methodology in the formulation of various planning studies and projects. The employee researches, monitors and analyzes social, economic and physical data, making oral and written interpretative assessments including the actual writing of plan elements. Work is performed with relative independence on routine technical matters within the scope of professional planning methods and procedures. Supervision is received from designated superiors who review work for the attainment of desired results by analysis of work procedures and assistance on difficult problems.

EXAMPLES OF WORK

Develops or monitors any one of a number of elements contained in a development approval or land use plan, such as district regulations, permit and review procedures, landscape requirements or housing, future land use or recreation elements, population, tourism, agriculture, housing, recreation, transportation, wastewater and law enforcement.

Researches and analyzes social, economic and physical data relative to specific elements in land use or comprehensive development plan.

Makes oral and written interpretative assessments of planning data; writes plan elements, or takes corrective action.

Assists municipal governments in formulating and implementing a comprehensive development plan.

Reviews impact of development on transportation systems to find better methods of providing transportation service.

Reviews Development of Regional Impact (DRI) development orders and Applications for Development Approval to determine conditions of approval.

Reviews DRI annual reports, meets with property owners, and field checks DRI property to determine compliance with conditions of approval.

Analyzes rezoning petitions to determine best land use and zoning for a parcel.

Updates the County-wide dwelling unit/population report.

Prepares detailed and comprehensive explanatory reports, presentations and graphical aids in support of planning and monitoring proposals.

Assists County departments and municipal agencies in the identification and solution of potential problem areas.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Palm Beach County Comprehensive Plan and Zoning code.

Knowledge of the principles, methods and practices of urban planning.

Knowledge of research techniques and statistical methods.

Some knowledge of recent developments, current literature and sources of information regarding urban planning.

Some knowledge of economics, public finance, and sociology as it applies to urban planning.

Ability to organize and analyze information and formulate substantive recommendations.

Ability to prepare written reports and make public presentations.

Ability to use personal computers.

PLANNER I - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D****MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Urban and/or Regional Planning, Geography, Public Administration or related field; or any equivalent combination of related training and experience.

Rev. 8/91