

CLASS TITLE: Planner I

DEFINITION:

This is entry-level professional planning work that requires a working knowledge of the principles and practices of land use planning, but a minimum of professional work experience. The employee in this class performs routine planning tasks, reviews maps, interacts with property owners and surveyors, prepares reports and attends meetings that require technical knowledge.

EXAMPLES OF WORK: (Examples are illustrative only)

- Administers the County's Forest Conservation Program and the County's Critical Area Program.
- Provides an initial review of incoming applications for subdivisions and site plans for completeness, coordinating with the Assistant Director.
- Helps determine fees for various requirements and fee in lieu, working with administrative and contractual personnel.
- Reviews County zoning maps with property owners and applicants to determine the designation for zoning, critical areas, and floodplain.
- Provides information and data for reports and surveys.
- Analyzes and summarizes data from State agencies.
- Provides reports, case reports for Planning Commission and other preliminary planning duties.
- Attends meetings regarding planning issues both at the County and State level and reports back to the Director.
- Serves on committees and attends meetings as requested by the Director.
- Serves as the secretary at Technical Advisory Committee meetings.
- Works closely with the Director and the Assistant Director on assigned tasks.
- Makes site visits as required.
- Other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of planning practices and principles.
- Ability to research zoning questions, ordinances and demographic data.
- Ability to understand complex ordinances and laws.
- Basic knowledge of environmental laws and their effect on development.
- Some knowledge of GIS systems and ability to navigate basic programs.
- Ability to interact with the public both within the office and on private property and with state and local agencies in an effective and efficient professional manner.
- Ability to prepare well-written reports and analyze information in a clear and concise manner.

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MINIMUM EXPERIENCE, TRAINING AND EDUCATION:

- Four years college degree in planning, geography or a related field.
- One year experience preferred.

REQUIRED LICENSES AND CERTIFICATES:

- Valid Class "C" Driver's License.

ADDITIONAL DESIRABLE QUALIFICATIONS:

- Excellent computer skills and general knowledge of Geographical Information Systems.
- General knowledge of Maryland environmental law and wetlands regulations.

ADOPTED: 06/23/2006
GRADE: 8
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