

Class Concept

Positions in this class are at the first level of professional proficiency in community planning and in the promotion of community planning activities with local government officials. Positions collect, organize, and present data on planning problems to the officials of smaller communities; make surveys and studies on population, economy, and land use as background for the development of community plans; develop community plans for land use, thoroughfares, and community facilities in smaller communities; participate in meetings and public hearings with local officials for the purpose of making recommendations and explaining planning work; and prepare zoning ordinances, subdivision regulations, and capital improvement budgets, and other measures designed to govern the development of land or to record and program public expenditures. Positions may also supervise a staff of professional assistants in making population studies and land-use surveys and may require assisting municipal officials in applying for federal planning grants. Work is reviewed upon conclusions of a completed report or of an important phase of the report.

Recruitment Standards

Knowledges, Skills and Abilities

- Considerable knowledge of statistical and analytical techniques applied in the collection of community planning data and in the preparation of planning reports and maps.
- General knowledge of the principles and practices applied in the functioning of all phases of local government.
- Skill in the use of drafting instruments.
- Ability to establish and maintain effective working relationships with state and local officials, private developers, and the general public.

Minimum Education and Experience

Master's degree in city and regional planning from an appropriately accredited institution; or

Bachelor's degree in engineering, political science, geography, economics, or related field from an appropriately accredited institution and successful completion of a formal in-service training program in community planning; or an equivalent combination of education and experience.