

## COMMUNITY PLANNER I

### NATURE OF WORK

This is work at the first level of professional proficiency in community planning and in the promotion of community planning activities with local government officials.

Employees collect, organize, and present data on planning problems to the officials of smaller communities. Work may involve the supervision of professional assistants in making population studies and land-use surveys. Duties 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.

### ILLUSTRATIVE EXAMPLES OF WORK

Make surveys and studies on population, economy, and land use as background for the development of community plans.

Develops community plans for land use, thoroughfares, and community facilities in smaller communities.

Participates in meetings and public hearings with local officials for the purpose of making recommendations and explaining planning work.

Prepares 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.

Performs related work as required.

### 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.

### ACCEPTABLE TRAINING AND EXPERIENCE

A master's degree in city and regional planning; or graduation from a four-year college or university with a major in engineering, political science, geography, economics, or related field and successful completion of a formal in-service training program in community planning; or an equivalent combination of training and experience.

### ACCEPTABLE TRAINING AND EXPERIENCE FOR A TRAINEE APPOINTMENT

Graduation from a four-year college or university with a major in engineering, political science, geography, economics, or related field.