

CLASSIFICATION: ASSISTANT PLANNER

Class Code: 0505-20

Date Established: 07-25-74

Occupational Code: 7-1-6

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To develop and review strategies for community, regional and state planning activities, and to conduct research used in developing community, regional or state plans.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and participates in surveys and studies of existing conditions in communities, regions and areas.
- Researches data and prepares maps relating to land use surveys, zoning plans, environmental quality, industrial and recreational development and state comprehensive plans.
- Prepares and monitors financial assistance agreements between the state and grantees to facilitate the implementation of resource planning projects.
- Develops public information materials and responds to public information requests.
- Attends meetings, work shops and conferences to facilitate information exchange with other interested public and private groups.
- Prepares technical reports, projects and plans for presentation to public and civic groups and organizations.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

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Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

Experience: Two years' experience in professional planning or a related field.

OR

Education: Bachelor's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

Experience: Three years' experience in professional planning or related field.

License/Certification: Eligibility for New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of the principles and practices of state, regional and municipal planning. Knowledge of the techniques of planning research and design, land economics and land use. Ability to prepare, organize and present the results of research. Ability to design and direct a program of field interviews and data collection. Ability to plan, organize and carry out assignments effectively. Ability to establish and maintain effective working relationships with associates, public officials and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.