



Planner I Planning

3205

JOB SUMMARY

This position provides professional planning support for assigned division programs and functions.

Work is performed and duties are carried out in accordance with established policies, procedures, and Borough core values: Accountability, Customer Focus, Dedication, Integrity, Responsiveness and Teamwork.

MAJOR DUTIES

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Assists in the review of development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Assists in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Assists in the implementation of comprehensive plans.
- Coordinates review of public and private development projects.
- Provides information to the public regarding development regulations.
- Responds to routine informational requests based on established policies and procedure.
- Conducts field evaluations and assessments.
- Performs research as needed for routine and special projects.
- Attends meetings as required.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED AT A LEVEL APPROPRIATE FOR THIS POSITION

- Ability to work independently or in a team environment as needed.
- Knowledge of planning and the public input process associated with land use planning.

- Knowledge of research methods and data analysis.
- Knowledge of computers, job-related software programs and standard office equipment.
- Skill in basic graphic design.
- Skill in gathering and analyzing data; preparing clear and precise reports.
- Skill in exercising independent judgment and problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in technical writing.
- Skill in interpreting maps, legal descriptions, and plats as they relate to planning functions.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Division Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state regulations, local ordinances, community comprehensive plans, grant agreements, and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work consists of related research, review and analysis duties. Strict guidelines and frequent interruptions contribute to the complexity of the position. The purpose of this position is to provide Planning related support to the department. Successful performance contributes to the efficiency and effectiveness of the department.

CONTACTS

Contacts are typically with co-workers, other Borough employees, state and federal agency personnel, business professionals, and the general public. Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects. The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Baccalaureate degree in a course of study related to the occupational field. Post-secondary education or experience which provides the expertise required to perform effectively the functions of the position may substitute for the degree on a year-for-year basis.

One (1) year of experience in the occupational field, sufficient to understand the major duties of the position.

Completion of required Incident Command System (ICS) courses in accordance with established Borough policy.

Must successfully pass a pre-employment drug screen.

To apply, please fill at an application through
<https://www.governmentjobs.com/careers/matsugov>

FACTOR EVALUATION SYSTEM JOB SPECIFIC DETAIL
ADDENDUM

The Factor Evaluation System (FES) is the method the Mat-Su Borough uses to assign grades to positions. The FES criteria used includes ten factors common to most positions/occupations. The FES job specific factor details for this position are as follows:

- 1. Knowledge Required by the Position measures the nature and extent of information or facts that employees must understand to do acceptable work (e.g., steps, procedures, practices, rules, policies, theories, principles, and concepts) and the nature and extent of the skills needed to apply that knowledge. To be used as a basis for selecting a level under this factor, knowledge must be required and applied.**

Knowledge (Level 4): Knowledge of an extensive body of rules, procedures or operations requiring extended training and experience to perform a wide variety of interrelated or non-standard procedural assignments and resolve a wide range of problems;

- 2. Supervisory Controls covers the nature and extent of direct or indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of various aspects of the work, to modify or recommend modification of instructions, and to participate in establishing priorities and defining objectives. The degree of review of completed work depends upon the nature and extent of the review, e.g., close and detailed review of each phase of the assignment; detailed review of the finished assignment; spot-checks of finished work for accuracy; or review only for adherence to policy:**

Supervisory Controls (Level 3): The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

- 3. Guidelines covers the nature of guidelines and the judgment needed to apply them. Guidelines include, for example: desk manuals, established procedures and policies,**

traditional practices, and reference materials such as dictionaries, style manuals, engineering handbooks and so forth. Guidelines should not be confused with the knowledge described under Knowledge Required by the Position. Guidelines either provide reference data or impose certain constraints on the use of knowledge:

Guidelines (Level 3): Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

- 4. Complexity covers the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work:**

Complexity (Level 3): The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

- 5. Scope and Effect covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment, and the effect of work products or services both within and outside the organization. Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture, allowing consistent evaluations. Only the effect of properly performed work is considered:**

Scope and Effect (Level 3): The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well-being of persons.

- 6. Personal Contacts includes face-to-face contacts and telephone and radio dialogue with persons not in the supervisory chain and are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities):**

Personal Contacts (Level 2): The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work, e.g., representatives from various levels within the agency such as headquarters, regional, district, or field offices or other operating offices in the immediate installations;

AND/OR

The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

- 7. Purpose of Contacts ranges from factual exchanges of information to situations involving significant or controversial issues and differing viewpoints, goals, or objectives:**

Purpose of Contacts (Level 2): The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

- 8. Physical Demands covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing:**

Physical Demands (Level 1): The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

- 9. Work Environment considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques:**

Work Environment (Level 1): The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with

office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

- 10. Supervisory and Management Responsibility measures job responsibility for supervising subordinates. Measurement of supervisory responsibility involves consideration of the authority granted for determining, controlling, and evaluating employee work performance and impacting upon personnel management action. Additionally, the type and difficulty of work performed by the employees supervised is considered:**

Supervisory and Management Responsibility (Level 1): Positions at this level have no formally assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the jobs or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review work of other employees or to recommend or take corrective action with regard to other employees' performance.