

The Maryland-National Capital Park and Planning Commission

TITLE: Planner II

GRADE: 24

DATE: 2/16/2021

SERIES: Planning

CODE: 2243

EEO: Professional

FLSA: Exempt

Class Definition:

Under direction, performs a full range of professional planning work, in one or more functions. Work areas vary by position and include, but not limited to, (1) transportation, (2) architecture, (3) landscape architecture, (4) economics, (5) zoning, (6) engineering, (7) environmental science, (8) urban design, (9) demographics, (10) parks and recreation, (11) trails, (12) land use planning, (13) historic preservation and archaeology and (14) public facilities. Provides specialized planning services for programs to include reviewing and analyzing development applications and other regulatory plans; writing staff reports, presenting plans to the Planning Board; participating in the development, approval and implementation of master, park and trail plans; and conducting planning related research studies. Work assignments require a good understanding of the planning process, Local, State and Federal laws, and their application to a variety of situations related to planning. Reviews and analyzes development applications, special exceptions, proposals and referrals. Conducts site inspections and incorporates field observations into recommendations that are prepared and presented to the County Council, Commission, Planning Board, District Council, Zoning Hearing Examiner, or others. Attends meetings and makes presentations when requested to individuals or groups (e.g., County Council, Planning Board, community, business developers) to explain planning issues, laws, and procedures. May provide guidance to less experienced planning and technical staff. Work is performed independently or as part of a work team or group and ensures completeness, soundness and sufficiency of the work. Work may be confidential or sensitive. Applies knowledge of, and skill in, depending on the area of assignment, the principles and concepts of planning in one or more functional area(s), including, but not limited to, transportation, architecture, landscape architecture, economics, zoning, land use, land development, historic preservation, archaeology, history, engineering, environmental science, urban design, record plats, parks and recreation, trails, demographics, public facilities, as well as, knowledge of research techniques and statistical analysis, GIS applications and uses, land use laws, community and economic development and planning regulations and processes. Independently performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with established policies and procedures and resolves commonly encountered problems by selecting and applying, or implementing and adjusting, the applicable guidelines. The incumbent is to keep the supervisor informed and seeks assistance for complex or sensitive matters. Work is expected to meet objectives effectively – work is evaluated in terms of effectiveness in meeting objectives, quality, quantity, timeliness, teamwork, customer service and other factors.

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Examples of Important Duties (Estimated Percentages):

1. Core Functions ($\pm 70\%$) – assigned functions vary by position

- Regulatory Review. Reviews and analyzes plans, rezoning requests, development applications, special exceptions or conditional use applications, mandatory referrals, and any amendments for compliance with all Local, State and Federal laws, neighborhood compatibility, park needs and impacts, and conformance with planning best practices. Participates in meetings with developers, their consultants, and attorneys; interacts with other agencies to obtain their input and meets with the public to understand their concerns. Develops milestone schedules to assure timely reviews, conducts site inspections as necessary and incorporates field observations into recommendations; drafts resolutions for legal review, assists in other post approval processes as required, including preparation of certified preliminary and site plans.
- Master Plans. Provides support in the development of new sector, master, trail or park plans, to include defining the scope and plan boundaries, and assembling pertinent data for the area. Solicits input from property owners, developers and residents during outreach meetings. Prepares preliminary recommendations, writes assigned portions of the working draft, responds to issues raised in public hearings, and participates in Planning Board and Council discussions of the draft. Produces the necessary Sectional Map Amendment once a new plan has been approved.
- Planning Reports and Presentations. Writes reports for the Planning Board and County Council that explains technical planning issues and concepts to support regulatory recommendations; develops and designs presentations, charts, graphs, maps, statistical data, and other exhibits as appropriate. Drafts one of more specific sections of master, sector, park or trail plans, as assigned. Presents regulatory and master plans and recommendations to the Planning Board, District Council, and Zoning Hearing Examiner under guidance of supervisor or project team leader. Makes presentations when requested to individuals or groups (e.g., Planning Board, County Council, community, business developers) to explain planning issues, laws, and procedures.
- Research and Planning Studies. When assigned, conducts research to analyze planning problems, identifies trends, answers questions for planning studies, projects, or programs. Develops research criteria and compiles relevant information and documents sources and collection procedures; identifies questionable data and alerts project manager or supervisor and recommends alternatives. Performs field studies and analyzes findings to develop recommendations. Conducts analyses to test data, identifies and forecasts trends, and makes projections. Assembles, maintains, and safeguards computerized databases to include entering data, use permits, and project requests. Conducts planning studies in support of the planning process. Develops and organizes information gathered and researched to determine significance; determines relevant issues, evaluation criteria, and assesses impacts. Analyzes trends, problems, and issues identified to develop staff recommendations or alternatives. Develops assessments to support countywide and master plans.

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- Park and Recreation Facility Analysis. As a part of the park planning and master planning processes, conducts research, employs technology to determine and prepare for park and trail usage, and works with other agencies on issues such as trail planning, storm water management, and tree and farmland preservation. Evaluates use and determines recommendations to meet established level of service standards; accommodates trends and changes in use. Reviews and prepares recommendations to the parks and recreation elements of the county's Capital Improvement Program (CIP), prepares and reviews recommendations for land acquisition. Drafts Memorandums of Understanding and other related partnership agreements related to the use of county parkland.
- Transportation Analysis. Reviews and analyzes regulatory applications and new master plans for road, transit, pedestrian and bicycle adequacy, employs technology to predict peak hour trips, mode sharing, average delay and other key aspects of the transportation network. Determines recommendations to improve anticipated capacity issues; drafts transportation mitigation agreements and comments regarding countywide transportation projects. Reviews transportation elements of the county's Capital Improvements Program.
- Environmental Analysis. As part of the regulatory review process, researches and analyzes proposed plans, and works with other agencies on issues such as storm water management; seeks to minimize impervious surfaces, particularly in special protection areas. As part of the master planning effort, promotes sustainability in all forms, from reducing an area's carbon footprint to encouraging energy efficiency and best management practices. Makes recommendations regarding improvements needed for antiquated capacity issues.
- Urban Design. As part of the master and sector plan process, conducts research to analyze planning studies, projects or programs and provides design alternatives. Drafts urban design recommendations in the master and sector plans as well as produces urban design guidelines in keeping with the recommendations of the master and sector plans.
- Park and Trail Planning. As part of park or trail planning studies (e.g. trail plans, park master plans, park feasibility studies), reviews, creates, and analyzes planning issues, park needs assessments, acquisition priorities, and park concept plans; provides planning recommendations to be drafted in master and sector plans.

2. Other (±30%)

- Responds to general inquiries from citizens, developers, engineers, architects, and attorneys concerning development, actions of Planning Board and planning regulations; develops a variety of correspondence, agreements, letters and electronic communications. Writes transmittal letters to County Council or the Office of the Zoning Hearing Examiner that provides Planning Board's recommended action and reasoning behind recommendations.

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- Ensures all data is entered in a timely manner that is related to the review of plans into the Department's plan database.
- Serves on committees, task forces, special intra-department teams for purposes of contributing technical expertise to achieve goals and objectives of work efforts; may represent department as designated by supervisor or department head.
- Prepares applications for special designations and grant funding; assists with managing grants. Assists in preparing scope of services for studies to be performed by contractors; evaluates proposals and recommends selection of contractors. Drafts contract documents, reviews consultant draft studies and facilitates publication of the final document. Maintains web pages and prepares social media and other related materials.
- Communicates and interacts effectively with business contacts, internal and external stakeholders including staff, consultants and sub-consultants, contractors and subcontractors, citizens, community groups, public officials, regulatory inspectors, and representatives from other agencies, as needed. Escalates appropriate conflicts, and difficult and sensitive issues to supervisor.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, manipulating data, word processing, preparing presentations reporting time and attendance, requisitioning items, researching, and performing other functions.

Important Worker Characteristics:

- A. Knowledge of, and skill in (1) depending on the area of assignment, the principles and concepts of planning in one or more of the following area(s): transportation, architecture, landscape architecture, economics, zoning, land use, land development, historic preservation, archaeology, historic preservation, history, engineering, environmental science, urban design, record plats, parks and recreation, trails, demographics, public facilities; (2) research techniques and statistical analysis; (3) current planning literature, and best practices in public sector planning*; (4) GIS applications and uses; (5) land use laws; (6) Local, State and Federal codes, regulations and industry standards*; (7) county geography*; (8) community and economic development; (9) planning regulations and processes; (10) parks systems*; and (11) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to identify subtle aspects of problems and make recommendations and decisions. Examples include applying principles and concepts of planning field of study to solve problems involving many variables and researching and analyzing a wide variety of planning data and information to develop recommendations and conclusions that can withstand legal scrutiny; and managing long and short-term projects.

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- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others. Examples include reading, writing technical and analytical reports and correspondence; reading understanding, and applying technical reports, correspondence, engineering drawings, and codes to planning problems encountered; convincing or persuading the applicant team; presenting to planning staff, community and business groups; and resolving difficult issues with appropriate stakeholders.
- D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team. Example includes skill in community engagement techniques.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Planning, Geography, Architecture, Parks and Recreation, Transportation, Urban Design, Engineering, Environmental Science, Public Policy, Economics or any related field.
- 2. Two (2) years of progressively responsible professional level planning experience or specific area of assignment such as transportation planning, environmental planning or urban planning.
- 3. An equivalent combination of education and experience may be substituted, which together total six (6) years.
- 4. Valid driver's license (depending on area of assignment) in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Primarily works in an office setting with occasional outside exposure. Work involves frequent positioning of self to obtain maps, drawings, plans, remaining in a stationary position, moving about inside the office, communicating with the public, officials and employees. Work may require some physical requirements. Driving to attend various meetings and conduct site inspections. May be subject to various job demands such as high volume of work and tight deadlines.