

The Maryland-National Capital Park and Planning Commission

TITLE: Planner I
SERIES: Planning

CODE: 2242

GRADE: 20
EEO: Professional

DATE: 2/16/2021
FLSA: Non-Exempt

Class Definition:

Under general supervision, performs entry level professional planning work for a planning or park department that includes assignments across a range of work in the assigned function. Individual positions in this class vary in specific duties, responsibilities and other job content; incumbents may assist higher level personnel with analysis, research and execution of operational activities within a planning function such as, 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 planning services for assigned program to include reviewing and analyzing simple amendments to preliminary and site plans, non-controversial conditional use applications, and administrative mandatory referrals; writing staff reports or preparing key sections of staff reports related to specific planning topics, such as transportation or the environment; participating on a planning team; or working on planning related research studies. Attends public hearings and meetings. Work assignments require an understanding of Local, State and Federal laws. Assists with conducting site inspections. Work is performed independently or as part of a work team or group; work results in completed assignments that have an important impact on planning matters of the unit of assignment. Work may be confidential or sensitive. Applies knowledge of the principles and concepts of planning, and knowledge of research techniques and statistical analysis, GIS applications and uses, land use laws, parks, trails, community and economic development and planning regulations and processes. Independently performs various types of research and analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities, specific assignments requirements and anticipated problems. The incumbent plans and carries out the work in conformance with established policies and procedures and accepted programmatic practices; resolves commonly encountered problems by selecting and applying the appropriate guidelines. The incumbent is to keep the supervisor informed of assignment status, non-routine problems and issues, and seeks assistance with non-routine problems and issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±70%) – assigned functions vary by position

- Regulatory Review. Reviews and analyzes simple amendments to preliminary and site plans, non-controversial conditional use applications and administrative mandatory referrals to determine compliance with all Local, State and Federal laws, park needs and impacts, and neighborhood compatibility. Attends meetings with developers, their consultants, and attorneys; interacts with other agencies to obtain their input; and assists with conducting site inspections as needed. Assists with meeting project milestones for the timely review of plans and drafting resolutions for legal review.

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- Master Plans. Assists in the development of new sector, master, trail or park plans, to include providing input regarding the recommended plan boundaries; writes sections of the document; and assembles pertinent data for the area. Attends workgroup meetings with other team members, attends community outreach meetings to solicit input from property owners, developers and residents. Assists with developing preliminary recommendations, drafting portions of the plan and develops background documents, if assigned; attends Council and Planning Board discussions of the draft.
- Planning Reports and Presentations. Drafts reports for the Planning Board that explains technical planning issues and concepts to support regulatory recommendations; develops presentations, graphs, maps, statistical data, and other exhibits as appropriate. Drafts specific sections of master, sector, park or trail plans, as assigned. Provides technical assistance and support for presentations on regulatory or master plans and recommendations to the County Council, Commission, Planning Board, District Council, and Zoning Hearing Examiner. Answers questions based on materials during presentations to individuals or groups (e.g., County Council, Planning Board, community, business developers) to explain planning issues, laws and procedures.
- Research and Planning Studies. When assigned, conducts research to analyze routine planning problems, identifies trends for planning studies. Recommends research criteria, compiles relevant information and documents sources and collection procedures; identifies questionable data and alerts project manager or supervisor. Conducts analyses to test data and identify trends. Maintains computerized databases to include entering data and use permits. Organizes information gathered and researches to determine significance; assists with determining relevant issues, evaluation criteria, and impact assessments. Analyzes trends, problems, and issues identified to develop recommendations or alternatives.
- Park and Recreation Facility Analysis. As a part of the park planning and master planning processes, conducts research, gathers data to determine park and trail usage, and works with other agencies on issues such as trail planning, storm water management, tree and farmland preservation. Evaluates use and assists with determining recommendations to meet established level of service standards. Assists with review and preparation of recommendations to the parks and recreation elements of the county's Capital Improvement Program (CIP), assists with recommendations for land acquisition. Assists with drafting Memorandums of Understanding and assists with other related partnership agreements related to the use of county parkland.
- Transportation Analysis. Reviews regulatory applications and new master plans for road, transit, pedestrian and bicycle adequacy; gathers data on peak hour trips, mode sharing, average delay and other key aspects of the transportation network. Assists with determining recommendations regarding items to improve anticipated capacity issues; assists with draft transportation mitigation agreements. Assists with draft comments to other agencies regarding countywide transportation projects; reviews transportation elements of the county's Capital Improvements Program (CIP).

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- Environmental Analysis. As part of the regulatory review process, researches proposed plans; 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.
- Urban Design. As part of the master and sector plan process, conducts research to analyze planning studies, projects or programs. Assists with drafting urban design recommendations in the master and sector plans as well as producing 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), assists with the review and analysis of proposed plans and assists with providing planning recommendations to be drafted in master and sector plans.

2. Other (±30%)

- Prepares routine correspondence to general inquiries from citizens, developers, engineers, architects, and attorneys concerning development, actions of Planning Board, and planning regulations. Drafts transmittal letters to the Office of the Zoning Hearing Examiner that provides the Planning Board's recommended actions and reasoning behind recommendations.
- In a timely manner, enters all data related to the review of plans into the Department's plan database.
- Serves on committees, task forces, special intra-department teams for the purpose of contributing technical expertise to achieve goals and objectives of work efforts.
- Assists with preparing applications for special designations and grant funding. Assists with drafting contract documents and reviewing consultant draft studies, maintaining web pages and preparing social media.
- 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 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.

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Important Worker Characteristics:

- A. Knowledge of (1) the principles and concepts of planning; (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*; (11) trails; and (12) 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.
- 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. This includes skill in actively listening and encouraging effective communication by others. Examples include writing technical and analytical reports and correspondence; reading, understanding, and applying technical reports, correspondence, engineering drawings, and codes to planning problems encountered; and working with appropriate stakeholders to resolve issues.
- 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.
- 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. An equivalent combination of education and experience may be substituted, which together total four (4) years.
3. 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.

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Working Conditions:

Primarily works in an office setting with occasional outside exposure. Work involves frequent positioning of self to obtain maps, drawings and 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 various meetings and conduct site inspections. May be subject to various job demands such as high volume of work and tight deadlines.