

Champaign County Regional Planning Commission

Position: Planner I
Reports to: Planner III, Transportation Manager or Director of Planning and
Community Development

Position Responsibilities:

Provide basic professional planning services in support of a variety of CCRPC programs including land use and comprehensive planning, information, transportation, ordinance administration, zoning, community development and others.

Nature and Scope:

The nature and scope of the Planner I work will vary with the specific responsibilities of the program in which the individual is employed. Generally, the Planner I will:

- Collect and analyze relevant data using standard methods;
- Identify data limitations with respect to accuracy, currency, etc;
- Disseminate the results of work to technical and administrative staff, elected officials and the general public by means of oral presentations, written documents, supporting graphics, statistics and maps;
- Respond to inquiries regarding established policies, regulations, processes and procedures;
- Apply standard methods in appropriate ways to planning problems;
- Identify alternative responses to issues or conditions based on accepted standard practices;
- Maintain appropriate records of work in a form that can be readily accessed;
- Correspond with various parties on behalf of CCRPC with respect to work assignments;
- Direct the work of interns and clerical staff when required.

Principal Accountabilities:

A Planner I must:

- Independently coordinate work with staff and clients under direction;
- Keep abreast of new data, sources, methods and techniques;
- Ensure the timeliness, accuracy and quality of information or work products provided by CCRPC;
- Select appropriate methods, make correct assumptions, utilize the best available data, produce accurate and correct analyses presented in a clear and effective manner.
- Respond to specific inquiries and complete specified tasks within an approved time frame and complete larger projects on time and within the project budget;
- Meet intermediate and final deadlines and ensure products are delivered to other staff in a timely way to permit them to meet their deadlines;
- Give clear and timely direction to interns and clerical staff and ensure that tasks done meet standards of quality, productivity and timeliness;

Knowledge, Skill and Abilities

- Familiarity with available sources of demographic, economic, fiscal, social and environmental data.
- Knowledge of basic demographic, economic and spatial analyses, statistics and sampling and survey design.

- Familiarity with simple demographic, economic and fiscal models.
- Ability to organize material logically and approach questions analytically.
- Ability to effectively present information clearly in tabular, graphic and written formats.
- Ability to present information to varied audiences in graphic and electronic media and in oral presentations.

Qualifications

- Bachelors degree in urban planning, landscape architecture, geography, sociology, economics or other field relevant to particular duties.
- Knowledge of word processing, spread sheet and database software products.
- Familiarity with Arcview/ArcGIS
- Demonstrated ability to present information clearly and effectively in written and graphic formats.
- Knowledge of statistical software, specialized modeling products, graphic design or web page design is desirable.

12/05, 2/07