

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Planner I

Reports To: Planner III or Director of Planning and Community Development

Supervises: None

FLSA Status: Exempt

Pay Grade: 5

General Duties:

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.

Specific Duties and Responsibilities:

- Collect and analyze relevant data using standard methods.
- Identify data limitations with respect to accuracy, currency, etc.
- Keep abreast of new data, sources, methods and techniques.
- 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.
- Independently coordinate work with staff and clients under direction.
- Give clear and timely direction and support to interns and clerical staff when necessary.
- Ensure the timeliness, accuracy and quality of information or work products provided by CCRPC.

- Select appropriate methods and base assumptions on the best available data to produce accurate analyses.
- 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.

Required Knowledge, Skills, Characteristics 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.
- Bachelor's 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.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Visual acuity and manual dexterity to operate computer equipment and for reviewing, checking, preparing, and maintaining written and electronic documents.
- Occasionally travel to scheduled meetings as program needs dictate.
- Evening and weekend availability is required as needs of the program dictate.
- Ability to review information and data and make effective decision for the program and agency.

Competencies:

- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as

social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.

- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Attention to Detail:** Pays close attention to detail to avoid errors or mistakes.
- **Cultural Competency:** Demonstrates the ability and understanding to appreciate and interact with people from cultures or belief systems different from one's own such as age, gender, ethnicity, and race in the most fair and productive way.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.

Work Environment:

- Office work may be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work.
- Occasional exposure to outside weather conditions during travel.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

Revision Date: 4/15/21