Classification Specification for Unclassified Service

Title: Planner I

Pay Scale Group: 00 (Broadband)

Essential Function

Applies professional knowledge, skills, and training to perform architectural planning related tasks for all capital projects under the direction of the department head or senior level staff member.

Characteristic Duties

Provides assistance in evaluating design alternatives;

Demonstrates understanding of architectural planning fundamentals;

Prepares supporting graphics and reports for use in programs and space studies published by the department;

Maintains project tracking reports;

Gathers data through site visits for program and studies;

Responsible for successfully completing assigned tasks;

Serves as developing planner.

Minimum Qualifications

Bachelor's degree in Architecture or Urban Planning or related field with three (3) years of related experience.

Knowledge/Experience

Knows fundamental architectural planning concepts; demonstrates experience in project coordination and working with others to complete projects. To Progress Through This Level: Demonstrates increasing independence and decreasing need for work direction; succeeds in an ever widening range of projects; successfully manages small projects.

Communication:

Communicates technical concepts to others in a way that builds understanding; effectively answers project questions specifically related to the work performed.
**Interaction with Others**

Responsible for the timeliness and quality of own work assignments and the timeliness and quality of team work; no formal supervisory or work guidance responsibility; leads by example.

**Work Complexity**

Works under guidance of a more experienced professional; meets assigned deadlines.

**Guidance & Supervision Received**

Performs work as directed by supervisor; relies on more experienced staff; most work is subject to frequent review; refers questions and issues to senior level staff.