

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
Classified, GRADE 11  
40 Hour Week

### **PLANNER I**

**GENERAL STATEMENT OF DUTIES:** Performs a wide variety of entry level, professional long and short range planning tasks and research in conjunction with program and project implementation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are the beginning level of the professional planner series responsible for a major ongoing or pending planning program or project. The incumbent is expected to possess the basic knowledge and skills in planning so work can be conducted independently. Planner assists in the conduct of research studies, physical planning, and other areas as needed. The work is under direct supervision of the Planning Supervisor.

**ADA REQUIREMENTS:** This is light work requiring the exertion of up to 20 pounds of force occasionally and up to 10 pounds of force to move objects; work requires stooping, crouching, reaching, standing, walking, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

**EXAMPLE OF WORK:** (Illustrative Only)

Prepare legal notices and charts for boards and commissions;  
Review site plans and subdivision plans for compliance with all ordinances and regulations and good planning principles;  
Research requests for rezonings, variances and special use permits;  
Assist the general public in understanding complex planning principles and practices through pre-application meetings.  
Maintain various maps and files used in the planning decisions;  
Prepare staff reports and conduct special projects.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of the principles and practices of planning; good knowledge of the laws and regulations related to planning; ability to perform technical research work; good judgment; ability to establish and maintain effective working relationship with coworkers, supervisor, officials, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe

manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four year college or university with course work in planning, architecture, or civil engineering, geography or engineering; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Possession and retention of a valid driver license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

REV. 12.10.91 REV. 7/1/94  
Rev. 07/01/00 Rev. 07/01/03 Rev. 07/01/06  
Rev. 07/01/15; Rev. 07/01/18