

METRO Classification Description

Title: Assistant Regional Planner

Bargaining Unit: AFSCME 3580

Job Code: 0354

Established:

Pay Range: 16

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of entry-level professional regional planning and intergovernmental relations activities including participating in the development and maintenance of a computerized database for use in various regional planning functions, producing map products, overseeing the operation of a program within a departmental division, performing research and analysis functions, and providing information to Metro staff, other governmental jurisdictions and general public.

Supervision Received:

Supervision is received from a Supervisor or Manager.

Supervision Exercised:

May lead the work of contractors, temporary employees, interns or volunteers.

Distinguishing Features:

The Assistant Regional Planner classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant Regional Planner classification is the first level of a three-level career progression series (Assistant, Associate, Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform, nor are all the activities listed performed by every position within this classification.

1. Performs research, analysis, and preparation of materials in support of program development and implementation in areas such as: housing, natural areas, transportation, urban growth, and water quality.
2. Utilizes various software programs to develop and maintain databases.
3. Conducts research and presents findings in written and graphical formats.
4. Coordinates activities with other governmental agencies and general public.
5. Prepares construction documents, permit applications, and requests for bids and proposals.
6. Reviews work orders and payment requests.

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Secondary Functions:

1. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in urban studies, public administration or related field (some positions may require a degree in landscape architecture), and one year of relevant experience including research, analysis, and report writing, or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of regional planning research methods and techniques, statistical applications used in organizing and conducting studies
2. Knowledge of cartography, computer operation, manual drafting techniques and map design
3. Skill in analyzing legislative issues and developing recommendations
4. Skill in gathering, compiling and presenting information in cartographic and/or statistical format
5. Skill in developing and implementing program strategies and coordinating activities with other governmental agencies and general public
6. Skill in communicating effectively orally and in writing
7. Ability to perform analysis and make recommendations
8. Ability to work independently and as part of a team

Advancement Criteria:

Advancement from the Assistant Regional Planner classification to the Associate Regional Planner classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Associate-level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, two (2) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.

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3. Incumbent must demonstrate the ability to perform all of the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).
6. Incumbent must have completed a Metro-approved Project Management course.

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in an outdoor environment collecting data. This position may require frequent periods of talking, sitting, bending, grasping, handling, feeling and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional walking, reaching and lifting and/or carrying up to 10 pounds. Incumbent may be required to attend offsite meetings during and after normal work hours.