

METRO Classification Description

Title: Associate Regional Planner

Bargaining Unit: AFSCME 3580

Job Code: 0355

Established:

Pay Range: 18

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform a variety of mid-level regional planning and intergovernmental relations activities independently including: develop and maintain a computerized database for use in various regional planning functions; perform research analysis and planning activities.

Supervision Received:

Supervision is received from a Supervisor or Manager.

Supervision Exercised:

None

Distinguishing Features:

The Associate Regional Planner classification is distinguished from the Assistant Regional Planner classification by the ability to function more independently and perform more complex planning tasks. The Associate Regional Planner performs in-depth analysis and assists in policy formulation and evaluation based on that analysis. The Associate Regional Planner classification is the second 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 that an employee in this classification may be expected to perform.

1. Assists with preparation of forecasts for the region using various data from various sources.
2. Prepares customized demographic reports for Metro Staff, local governments and the business community.
3. Assists in the development and implementation of public involvement strategies and master planning processes.
4. Designs and runs computer applications to extract data from databases.
5. Prepares materials, presents information to Metro Council, staff and inter-jurisdictional committees.
6. Researches alternative computer-based data systems.
7. Conducts special studies.
8. Researches trends and issues in demographics and regional economics.

METRO

Classification Description

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Bachelor's degree in urban studies, public administration or related field and two years of experience in urban planning; 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. Extensive knowledge of regional planning research methods and techniques
2. Extensive knowledge of statistical applications used in regional planning modeling
3. Ability to organize and conduct regional planning studies independently
4. Ability to work effectively with other agencies and jurisdiction staff
5. Ability to communicate effectively both orally and in writing

Advancement Criteria:

Advancement from the Associate Regional Planner classification to the Senior 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 Senior 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 Associate level classification. However, three (3) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Associate level classification to the Senior level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Senior 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.

METRO

Classification Description

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 is required to attend offsite meetings during and after normal work hours.