

PLANNER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the professional planning field college graduates who lack a specialized degree but who have taken at least one applicable college course and have a career interest in the field. Trainees acquire on-the-job training while performing duties of a limited professional nature under close and continuing supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in collection and analysis of data and preparation of periodic and special reports on land use for economic development and social or community activities;  
Compiles and abstracts materials for use in connection with census statistics and population reports;  
Attends on-the-job and special training sessions, and studies appropriate materials related to the field of planning for increasing knowledge of profession;  
Collects, tabulates and analyzes a variety of factual information;  
Accompanies superiors to conferences with other government officials and business and civic groups;  
Performs miscellaneous office work and maintains records;  
Assists in the implementation and administrations of plans/proposals;  
Work with public on development of specific planning proposals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good verbal and quantitative ability; good knowledge of the techniques of verbal and statistical reporting; basic knowledge of principles and procedures of research, survey and statistical analysis; basic knowledge of community and regional planning; ability to communicate and deal effectively with others; initiative; tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from a recognized college or university with at least one course related to community development, planning, or zoning (i.e. economics, geography, sociology, etc); or an equivalent combination of training and experience.