

# PLANNER

## DEFINITION

Perform professional work for both the Department of Planning and Development and Parks Department. Responsible for implementing open space, park and land use policies in Dane County and the performance of related duties as required.

## EXAMPLES OF DUTIES

Assist the director and senior planners in the Department of Planning and Development with the implementation of land use plans and policies such as: Farmland Preservation, Dane County Land Use and Transportation and other land use plans and policies in Design Dane. Also, assist the Park Planner in the preparation of a variety of plans for the County Parks and Natural Resource areas including master plans and related site inventory and analysis plans; prepare site and facility plans including site survey, layout and field supervision of construction; assist both departments in working with public and private entities on land use, park and resource protection plans; prepare illustrations and make presentations to other agencies and the public; operate GIS software such as: ARC/Info, ArcView, and Autocad.

Education and Experience: Requires a minimum of a bachelor's degree in Land Use Planning or related field and/or a bachelor's degree in Natural Resources or Park Planning. A degree in Architecture/Planning or a license in Landscape Architecture is preferred. Must also have a minimum of two years experience in Land use and Park Planning or other closely related field, including experience with GIS systems – ARC/Info and the use of Autocad.

Knowledge, Skills and Abilities: Comprehensive knowledge of the principles of urban and regional plans and farmland preservation planning; knowledge of comprehensive principles of landscape architecture related to park and natural resource planning; knowledge of the principles of general construction of park trails, roads, play grounds and various park facilities; knowledge of survey practices; oral and written communication skills; computer skills and an understanding of Microsoft Office, Access, Excel and other programs; ability to work effectively with a wide variety of people; ability to interpret and analyze technical information; and the ability to prepare and present technical information.

Special Requirements: Required to work in the office and in the field, and work in all types of weather conditions doing field work for planning and parks, may need to attend night board or commission meetings; and must have own transportation, possess a valid driver's license and be willing to travel.