



CLASSIFICATION NO. 318

Established: 6/78

Revised: 6/79

FLSA: Non-Exempt

EEO: 5

PLANNER TRAINEE

CLASS CHARACTERISTICS

Under supervision, in a training capacity, to perform a variety of research activities, to assist in the preparation of analytical reports; to answer public inquiries; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Planner series is primarily oriented to performing research activities and making recommendations concerning the planning and control of the physical and economic development of Clackamas County. The planning function provides an ongoing economic review of proposed growth to ensure compatibility with the County Comprehensive Plan, regional plans, and Land Conservation and Development Commission goals.

This is the entry-level classification in the Planner series. Incumbents of this classification receive training in a variety of professional planning activities and work under well established guidelines and supervised field assignments. Planner Trainees who progress normally would be expected to advance to the fully experienced Planner 1 level after attaining the required knowledge and skill level. This classification serves as a bridge to the professional Planner series from sub-professional Planner classifications.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs and receives training in a variety of professional planning methods and techniques in order to acquire the skills and knowledge for advancement to the Planner 1 level. Training may be in areas such as land use, natural resources, transportation, community development and energy.
2. Assists in the data collection and analysis of information for special projects to be presented to the Planning Commission or community organizations.
3. Performs and receives training in the development of preliminary layouts, maps, charts, graphs, and other visual aids to be used in making presentations to the County Planning commission, community groups and other staff.
4. Performs and receives training in providing information to the public regarding the policies and procedures of the Planning Department.
5. Reviews and receives training in the review of public inquiries and applications for planning services.

6. Prepares various written correspondence in response to public and agency inquiries.

REQUIRED KNOWLEDGE AND SKILLS

Some knowledge of: Principles, methods and procedures of city, County and regional planning; physical, social and economic implications involved in regional planning; research methods including statistics.

Skill to: Communicate effectively, both orally and in writing; learn the methods and techniques required to perform professional planning activities; establish and maintain effective working and public relations as necessitated by work assignments; conduct basic research and prepare clear and concise reports.

WORKING CONDITIONS

Some positions require occasional duties in the field that may require walking, twisting, balancing, and involve exposure to inclement weather, noise, and slippery and/or uneven terrain.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 10/16