

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Class Code: 004405  
Grade 18  
FLSA: E**

**PLANNING SPECIALIST I**

**DEFINITION OF SERIES:**

The positions in this class research, gather, and analyze data and prepare reports in support of planning activities related to physical development projects, new and revised services or programs, policies, issues or long-range plans; plan, implement and manage special programs; monitor and evaluate performance of consultants and progress of programs/projects. May coordinate planning activities with other departments, other agencies, businesses, public and community groups.

**DISTINGUISHING CHARACTERISTICS:**

This class represents the entry level work in the Planning Specialists series and performs planning and community development, environmental planning, land use or transportation planning work in support of a specialized planning project, program, policy or issue. This class differs from the Planning Specialist II class in that the work of the entry level class is more closely monitored and supervised, assignments are less complex and somewhat narrower in scope, and the public involvement process is of a routine nature.

**MAJOR DUTIES:**

An employee in this class performs relatively standardized tasks relating to a portion of a study or project such as compiling demographic or transportation data pertinent to community development or transportation management issues

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Collects, compiles and analyzes population, transportation, housing, land use, census and other data; determines standard factors and variables to be used in analysis of data; and develops projection reports of findings.
- Computes acreage that can be developed and the number of dwelling units that can be handled on a particular site; conducts studies and surveys to collect specific land use and transportation demand data.
- Develops charts and graphs indicating population, transportation and other land use factors; converts technical planning maps to clearly representative maps for the public's use.
- Prepares routine and special reports of research data on existing parking characteristics and recommendations for operational changes for review and action by supervisors.
- Collects, analyzes, and summarizes information and data in the preparation of detailed narrative reports which present population characteristics, current and proposed zoning and land use designations, arrangements of streets and utilities, and service or facility needs of citizens.
- Performs related duties as required.

**SUPERVISORY CONTROLS:**

Work is assigned by the supervisor or higher-level staff personnel who define objectives, priorities, and deadlines, and provide guidance on appropriate methods to carry out assignments. The employee carries out routine planning assignments independently and, after receiving on-the-job training, receives more difficult projects and assignments. Completed work is thoroughly reviewed by the supervisor or by higher level staff personnel for technical soundness and conformity to requirements.

**SUPERVISION EXERCISED:** Employees in this classification do not supervise other positions.

**GUIDELINES:**

Guidelines, which consist of previously completed projects, verbal instructions, and applicable procedures, may not cover new or unusual situations, and may require some modification to apply to certain assignments.

**COMPLEXITY:**

The complexity of the work is characterized by duties that involve analyzing data or situations to determine an appropriate course of action from among many alternatives within a narrowly defined area of concern, such as analyzing individual community needs to develop recommendations on potential locations, areas and buildings that accommodate those needs; or analyzing traffic/parking data to prepare projection reports.

**SCOPE AND EFFECT:**

The work involves dealing with conventional problems in conformance with established policies and procedures and ultimately affects the design and operation of planning programs.

**CONTACTS:**

Contacts include senior planning specialists, staff from other departments/agencies, consultants/contractors, developers, and community leaders for the purpose of obtaining or providing information.

**PUBLIC SERVICE /ASSISTANCE:**

Employees in this class provide little or no direct public service or assistance.

**HAZARDS:**

Tasks require alertness to avoid potentially hazardous conditions.

**Knowledge, Skills, and Abilities:**

*Basic Knowledge of:*

- The principles and practices of the planning specialization appropriate to the assignment of the position.
- The methods of statistical analysis and skill in interpreting numerical research data.
- How communities, as a whole, and their component systems function and develop.

*Skill in:*

- Preparing and presenting effective reports, maps, and charts relative to planning projects.
- Communicating effectively, both verbally and in writing.

*Ability to:*

- Deal tactfully, effectively and equitably with people.
- Attend meetings or perform work assignments at locations outside the office.

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from an accredited college or university with a Bachelor's Degree in planning, urban design, environmental studies, public administration, or related field.

**Experience:** One year of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation or other work directly related to some municipalities

planning what did and development work;

**Equivalency:** A combination of education, training and/or experience which provides an equivalent background required to perform the work of the class may be substituted.

**Licenses, Registrations, Certifications, or Special Requirements:** Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**Work Environment:**

The work is mainly performed indoors in an office environment and sometimes outdoors under adverse weather conditions, which involves normal, everyday discomforts.

**Physical Demands:**

Tasks may involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions. Operation of survey equipment may be required.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**BARGAINING STATUS:** Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**PROMOTION POTENTIAL:** The full promotion potential for this class is to the Planning Specialist II and III.

**Class Established:** August 1987

**Classification Study:** August 1995 (M)

October 1999

August 2013

October 2014

(License Requirement, Work Environment, Physical Demands) July, 2018