



**NEW CASTLE COUNTY GOVERNMENT
invites applications for the position of:**

**PLANNER I
(PAY GRADE 22) AFSCME LOCAL 3109**

SALARY: \$44,537.00 - \$69,095.00 Annually

OPENING DATE: 10/11/22

CLOSING DATE: 10/30/22 11:59 PM

IMPORTANT INFORMATION:

In accordance with the Merit System Rules and Regulations, an eligible list, which will be valid for a one-year period and which will be used to fill vacancies during that period, is being established for this classification. Applicants on the eligible list will be certified in accordance with the Merit System and appropriate union contracts.

Candidates may submit online employment applications using the NEOGOV online application system available at <https://www.governmentjobs.com/careers/nccde>.

EXAMINATION PROCESS: The examination process for this posting may include an evaluation of training and experience, a written examination, a computerized exam, an oral board interview examination, a performance examination or any combination of the above in order to qualify applicants for placement on the eligible list. The eligible list will be used to fill vacancies that occur within the next year. The appropriate number of names on the eligible list as prescribed by Merit System Section 26.03.505 will be certified to the hiring department for consideration to fill the vacant position(s).

New employees are generally hired at the starting salary and may be eligible for merit increases each year upon receipt of a satisfactory performance evaluation, up to the maximum salary.

New Castle County is an Equal Opportunity Employer

JOB DESCRIPTION:

GENERAL STATEMENT OF DUTIES: Performs entry-level professional field and office work pertaining to County regional or social planning; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is assigned entry-level professional planning tasks involving some knowledge of the principles and practices of planning and understanding of the physical, social and economic concepts underlying planning work. Work assignments come in the form of written or verbal orders and are performed in accordance with prescribed methods. This employee receives close supervision and performs duties in accordance with procedures and policies outlined by a supervisor.

EXAMPLES OF WORK: (Illustrative only)

- Serves on planning committees;
- Prepares an assigned portion of the County comprehensive plan by doing research and writing drafts for review by a higher level planner;
- Assists in various phases of research analysis and design with respect to comprehensive physical planning;
- Assists in the preparation of study maps of various design proposals;
- Assists in the review of subdivision and land development proposals;
- Maintains summary records of zoning and other cases affecting planning;
- Consults with other agencies and departments;
- Analyzes data and assists in the formulation of programs relative to planning;

- Assists in specialized areas such as land-use development, zoning, comprehensive plan and transportation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the practices and principles of the socioeconomic implications of planning; some understanding of land use concepts and population density considerations; ability to participate in the preparation of comprehensive plans and to maintain them with technical accuracy; ability to interpret statistical data; ability to communicate courteously and effectively, both verbally and in writing.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree from an accredited college or university with major course work in city, regional or social planning, civil engineering or a related field supplemented by additional courses in architectural or civil engineering; or an equivalent combination of experience, education or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check.

CONTACT INFORMATION:

Laura McDermott
 Office of Human Resources
Laura.McDermott@newcastlede.gov
 302-395-5016

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/nccde>

Position #06102022
 PLANNER I (PAY GRADE 22) AFSCME LOCAL 3109
 LM

87 Reads Way
 New Castle, DE 19720
 (302) 395-5161

jacquelyn.moore@newcastlede.gov

PLANNER I (PAY GRADE 22) AFSCME LOCAL 3109 Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree from an accredited college or university with major course work in city, regional or social planning, civil engineering or related field? If yes, please state the field your degree is in.
- * 2. Have you taken courses in architectural or civil engineering in addition to possessing a Bachelor's Degree? If yes, please describe in detail.
- * 3. Do you have knowledge of the practices and principles of the socioeconomic implications of planning? If yes, please describe in detail.
- * 4. Are you able to participate in the preparation of comprehensive plans and maintain them with technical accuracy? If yes, please describe your experience in detail.
- * Required Question