



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

**PLANNER III
(PAY GRADE 30) AFSCME LOCAL 3109**

SALARY: \$65,803.00 - \$102,085.00 Annually

OPENING DATE: 01/30/23

CLOSING DATE: 02/18/23 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: Assumes responsibility for one or more planning programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, organizes and directs a small staff of employees engaged in activities pertaining to the examination of and recommendations concerning proposed subdivisions, zoning changes, zoning appeals, site plans, social planning, long-range planning studies, etc.; compiling and analyzing research data and performing related activities. An employee in this class works under the general supervision of a superior and exercises considerable judgment and independence in technical planning matters.

EXAMPLES OF WORK: (Illustrative only)

- Prepares long-range and short-range plans for the County;
- Reviews and analyzes plans and specifications for compliance with County policy and sound planning principles;
- Designs land development plans within the subdivision regulations of New Castle County;
- Reviews field inspection reports for conformance with zoning and subdivision codes, and confers with development and licensing on zoning matters;
- Reviews and takes appropriate action on field reports related to planning;
- May assist or participate in the supervision of a division or section;
- Receives general work assignments, schedules their performance and makes general assignments to subordinates;

- Performs the more difficult planning work and reviews work prepared by subordinates;
- Reports on the progress of work, makes adjustments as necessary in the scheduling of work;
- Prepares or reviews plans and reports;
- Confers with the public and other organizations on matters concerning planning which occasionally requires speaking to organizations and in individual conferences;
- Chairs meetings of Subdivision Advisory Committee;
- 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 data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of planning; thorough knowledge of laws and regulations related to planning and ability to enforce them with firmness and tact; ability to perform technical research work and to give reliable advice on difficult planning projects; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with subordinates, other agencies and the public; ability to supervise the work of professional and non-professional assistants; good judgment; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years experience in planning, civil engineering or architectural work, including at least one year experience at the level of Planner II and possession of a Master's Degree from an accredited college or university with major course work in city, regional, or social planning, civil engineering or related field; two years of experience may be substituted in lieu of a Master's Degree; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CONTACT INFORMATION:

Jackie Moore
 Office of Human Resources
Jacquelyn.Moore@newcastlede.gov
 302-395-5161

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

Position #06202023
 PLANNER III (PAY GRADE 30) AFSCME LOCAL 3109
 LM

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

jacquelyn.moore@newcastlede.gov

PLANNER III (PAY GRADE 30) AFSCME LOCAL 3109 Supplemental Questionnaire

- * 1. Do you have at least three (3) years experience in planning, civil engineering or architectural work? If yes, please describe your experience in detail.
- * 2. Do you have at least one (1) year experience at the level of Planner II? If yes, please describe your experience in detail.
- * 3. Do you possess a Master's Degree from an accredited college or university with major course work in city, regional, social planning, civil engineering or related field?
 Yes No

* Required Question