

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **PLANNER I**

Class Code: N1104  
Pay Range: 12

FLSA Code: N/E (Non-Exempt)

## **JOB SUMMARY**

Under general supervision, performs routine planning work of limited scope. Participates in such planning projects as the study of land use, physical facilities, natural resources, transportation, fiscal and institutional resources. Work includes the analysis of information from written reports and correspondence.

## **PRIMARY DUTIES**

1. Researches and assembles data to secure a variety of economic and statistical information.
2. Prepares routine planning reports for studies.
3. Performs statistical analysis and makes projections.
4. Assists in making physical field studies of resources and conditions.
5. Reviews and reports on the effects of proposed legislation on existing and contemplated development and planning programs.
6. Plans and prepares charts, graphs, manuals, illustrations, maps, and pamphlets.
7. Reads blueprints.

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**Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MINIMUM QUALIFICATIONS**

**EDUCATION:** Bachelors degree in planning or related field.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Working knowledge of mathematics including volume, weights, and angles and the practical application of fractions, percentages, ratios, and proportions; of the principles, techniques, practices, and objectives of planning. Ability to establish and maintain effective working relationships; to read blueprints; to use computers and other standard office equipment; to communicate effectively both orally and in writing.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.