

PLANNER I - Supplemental Questionnaire

INSTRUCTIONS: The purpose of the Supplemental Questionnaire is to identify your job related qualifications. The Application and Supplemental Questionnaire must be **fully** completed. Work history listed in the Supplemental Questionnaire **must** also be provided in the Application. Your Application, Supplemental Questionnaire, College Transcripts, and other material will be reviewed and a score assigned based on information submitted.

Failure to submit a Supplemental Questionnaire or answer all questions will result in disqualification. A resumé will **not be accepted** as a substitute for full completion of the required Application and Supplemental Questionnaire. If more space is needed attach additional sheets, limit each response to ½ page.

For positions requiring college education, a legible official or student transcript (copies accepted) issued by the institution must be submitted for verification or you will be disqualified. Computer downloads of student records, grade/advisor reports, degree plans, class schedules, etc. will not satisfy this requirement. For positions that do not require college education, providing transcripts may increase your score and ranking on the employment register. To receive credit for other courses, classes or seminars, a copy of certificate(s) should be submitted with each Application.

FAILURE TO ANSWER ALL QUESTIONS WILL RESULT IN DISQUALIFICATION.

1. Planner I requires possession of a valid driver's license from your state of residency. Do you possess a valid driver's license?

Yes _____ No _____

FAILURE TO SUBMIT A LEGIBLE COPY OF YOUR VALID DRIVER'S LICENSE WITH YOUR APPLICATION WILL RESULT IN DISQUALIFICATION

2. Planner I requires a minimum of a bachelor's degree from a recognized college or university in planning, civil or environmental engineering, architecture or a related field. Describe your educational background. List the name(s) of the school(s) attended, degree(s) awarded, major(s) and date(s) degree(s) conferred.

TRANSCRIPTS MUST BE SUBMITTED WITH APPLICATION FOR POSITIONS REQUIRING COLLEGE EDUCATION

For the following questions, indicate the name(s) of your employer(s), your title(s), duties, responsibilities and the length of time duties were performed with *each* employer.

3. Provide examples of your training and/or experience that demonstrate your knowledge of urban and regional planning, zoning and development.

For the following questions, indicate the name(s) of your employer(s), your title(s), duties, responsibilities and the length of time duties were performed with *each* employer.

4. Provide examples of your training and/or experience that demonstrate your knowledge of information sources available concerning planning matters and the techniques and procedures useful to analyze and report on such subjects.

5. A Planner I must have a good knowledge of zoning ordinances and regulations and the methods and procedures by which they are enforced. Provide examples of your training and/or experience that demonstrate your knowledge of zoning ordinances and regulations.

6. Provide examples of your training and/or experience that demonstrate your knowledge of commonly utilized computer software programs and geographic information systems.

7. Provide examples of your training and/or experience that demonstrate the ability to analyze and evaluate pertinent planning data, to develop recommendations and to execute plans once approved.

8. A Planner I will be responsible for preparing and presenting information to the Planning Commission and other groups regarding planning concerns under review. Provide examples of your training/experience that demonstrate the ability to present information and convey concise explanations concerning planning ordinances and procedures.

Certification of Applicant: I hereby certify that I am the author of this questionnaire and that all information presented is true and based on my background, education and experience. I agree and understand that misstatements or omissions of material facts herein may forfeit my rights to employment under the jurisdiction of the Personnel Board for Mobile County.

_____ Date _____ Signature _____

