

CHIEF PLANNER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of a territorial-wide planning agency.

Employees in this class supervise the activities of subordinate planning Personnel within an agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Directs all planning functions within an agency.

Directs and prioritizes the development and implementation of comprehensive planning programs and projects; evaluates operational effectiveness for each specialized planning activity.

Establishes criteria for preparation of impact studies and statements; reviews statements and studies for methodology and results.

Analyzes and interprets local and federal legislation, and maintains records and reports of actions affecting planning programs and projects.

Represents the agency at conferences and meetings with local government officials, public and private agencies and representatives of the federal government.

Performs related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of physical, economic, social and urban planning.

Knowledge of federal grants-in-aid programs as they relate to planning activities.

Ability to administer the programs and activities of a territorial-wide planning agency.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

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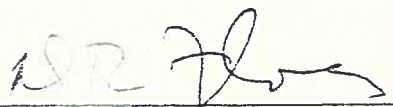
MINIMUM EXPERIENCE AND TRAINING:

(A) Four years of experience in either physical, economic, social, or urban planning work, one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering, economics, planning, or closely related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

PAY RANGE: 40



DAVID R. FLORES, Executive Director
Civil Service Commission