

PLANNER IV

NATURE OF WORK IN THIS CLASS:

This is professional and supervisory planning work.

Employees in this class supervises a unit or section performing a variety of complex physical, social, economic, and urban (land use, zoning, transportation, health, education, community development, energy, manpower, environmental) planning duties.

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).

Plans and supervises the development and implementation of specialized comprehensive territorial-wide planning programs.

Supervises the collection, analysis, and presentation of data of a specialized phase or planning research programs, including written and graphic presentation of findings.

Develops and selects methodology for individual projects; coordinates the development and application of research design and analysis for the stimulation and projection of planning programs.

Supervises and participates in planning and conducting various studies and surveys including formulation of elements of comprehensive plans and the implementation of plans through the various regulations and procedures.

Reviews and evaluates technical planning reports, results and recommendations.

Prepares or evaluates comments concerning proposed legislation or grant applications; recommends appropriate action.

Acts as liaison in the specific planning field with public and private representatives or the community at large; speaks before community agencies concerning planning programs.

Prepares program budget and provides recommendations on any budget proposal.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and objectives in either physical, economic, social or urban planning.

Knowledge of statistical sampling and analysis methods.

Knowledge of research methodology.

Ability to prepare plans pertaining to mapping, topographic mapping, or engineering drawing.

Ability to supervise the programs and activities of a planning unit or section.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes in policies and procedures to improve effectiveness.

Ability to prepare and evaluate technical planning reports and recommend appropriate actions.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience as a Planner in either physical, social, economic or urban planning work and graduation from a recognized college or university with a Bachelor's degree in social sciences, public or business administration, engineering (civil, electrical, environmental) urban 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



DAVID R. FLORES, Executive Director
Civil Service Commission