

## COUNTY COUNCIL PLANNING COORDINATOR

### NATURE AND VARIETY OF WORK

This position involves very responsible planning and program coordination and administration in the Office of the County Council. The Planning Coordinator assists and advises the County Council, Council Administrator and staff on planning and development matters of concern to the Council; performs liaison and coordinative functions with County departments, bi-County agencies, and local regional, State and Federal governments. Supervision is received directly from the Council Administrator and the work is monitored through verbal and written reports, presentations, and conferences.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

#### General Administrative Tasks may include:

Coordinate/support/participate on advisory councils/committees/ boards/commissions.

Identify/propose solutions for problems within area of expertise.

Attend/monitor seminars, conferences, meetings, staff briefings, training, hearings.

Respond to inquiries/provide technical assistance pertaining to area of expertise.

Interpret/enforce/monitor applicable law/regulations.

Research/analyze organizational policies and structure; procedures; reports; regulations; County, State and Federal laws; and financial structure and data.

Investigate consumer/user/citizen complaints.

Conduct comparability studies comparing Prince George's County to other jurisdictions.

Recommend staff assignments.

Study/research/maintain knowledge of 'state of the art' regarding area of expertise.

#### Budget Preparation/Analysis Tasks may include:

Identify/recommend changes to agency budgets presented to Council for adoption.

Draft report of recommended changes to proposed operating budget of assigned agency(ies)/subcontractors/sub-grantees.

Make presentations/explanations as required at Council work sessions.

Review/analyze/determine accuracy of proposed budget of assigned agency(ies), subcontractors/sub-grantees.

Review Council/State/Federal legislative bills to determine impact on County/subcontractor/sub-grantee budget.

Propose budget alternative programs.

Advise agency officials/Council staff/subcontractor/sub-grantee on/discuss proposed recommendation on operating budget.

Review legislation proposals for impact (fiscal, operating, etc.).

Examine 'Prior Years' budget data to determine expenditure.

Program Planning/Evaluation and Community and Economic Development Tasks may include:

Coordinate Sewer/Land Use to conform with policy directives.

Prepare/amend/analyze County development plans (economic, environmental impact, land use, transportation, etc.)

Plan/develop/select sites for industrial/community development/County projects/programs.

Explain/negotiate County development projects with citizen/interest groups.

Compile and analyze data on economic, social and physical factors affecting land use.

Identify program/project issues requiring legal opinion/interpretation;

Reports/Writing/Briefing Tasks may include:

Revise management studies, reports, proposed legislation, procedures, etc.

Edit reports, letters, memoranda, etc. for substance, clarity, format, grammar, and style.

Write general correspondence/memoranda/monthly reports.

Draft legislation/amendments/resolutions/veto requests/council bills.

Write speeches/articles/press releases/brochures/promotional materials for newspapers/other media.

Write/conduct special studies/investigative reports/management reports.

Write Council minutes.

Legislative Support/Liaison/Analysis Tasks may include:

Maintain liaison with State/Federal officials.

Maintain liaison with County/State Federal legislation upon agency(ies).

Review/research executive orders/legislation/resolutions/Federal and State registers for impact and relevance/provide recommendations.

Advise agency representatives on how to advance their legislative concerns with County Council.

Communications/Briefing Tasks may include

Deliver presentations/briefings.

Testify before County Council/boards/commissions.

Conduct/coordinate public hearings/forums/conferences/seminars/ town meetings/press conferences.

Act as a point of contact for news media for County/Council information.

Policy and Procedure Tasks may include:

Research/analyze studies, policies, programs, guidelines and market procedures to determine impact.

Provide technical assistance to agencies on policies and procedures.

Develop policies and procedures/organizational directives/County objectives/programs.

Research/Analysis/Forecasting Tasks may include:

Plan/conduct/evaluate/analyze surveys, County programs, census data, trends, plans, training needs and compile/provide report/position paper/maps/statistical data.

Identify/review agency correspondence/information to facilitate work assignment.

Auditing Tasks may include:

Research/analyze organizational policies and structure; procedures; reports; regulations; County, State and Federal laws; and financial structure and data.

Determine compliance with and relevance of established laws, ordinances, policies and procedures by interviewing Chief Administrative Officer, Council Administrator, Agency Head.

Determine compliance with established laws, ordinances, policies and procedures by interviewing division/bureau heads and below.

A Personnel Task may include:

Participate in personnel transactions (hiring, promotions, terminations, performance evaluations, transfers, staffing).

Willingly and cooperatively performs task and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Broad knowledge of the principles and practices of public administration, and urban and regional planning.

Thorough knowledge of modern research techniques, methods and procedures, including the ability to organize and analyze information, prepare findings and recommendations, and submit oral and written reports on planning matters.

Practical knowledge of business management and ability to supervise and direct the activities of subordinate personnel in the accomplishment of the varied activities of the office.

Ability to analyze the functions and procedures involved in the programs to which 1018 -  
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assigned and suggest modifications and improvements.

Ability to establish and maintain effective working relationships with employees, County officials, representatives of other governmental agencies and the public.

#### MINIMUM QUALIFICATIONS

At least six (6) years of progressively responsible experience in local and regional urban planning and administration, one year of which must include experience coordinating multi-departmental/agency programs. A Master's Degree in urban planning will be accepted as meeting four of the six years of experience, but candidates with this education must have at least two years of experience, one year of it being supervisory, of an equivalent combination of education and experience.

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