

PLANNER IV

NATURE AND VAREITY OF WORK

This is professional supervisory technical and administrative work in planning and program development and coordination within a division or department. Incumbents may train, supervise and evaluate subordinate planners or a team of professionals and support personnel in one or more areas of planning and program development. Work includes the application of considerable planning and analytical skills and the ability to solve highly complex, non-routine problems. Assignments frequently require extension or modification of standard techniques, policies, and procedures. General supervision is received from a Planner V position, the Chief of the Planning Division, or other designated supervisory official. Work is evaluated relative to its effectiveness in the accomplishment of departmental goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Leads a team of subordinate planners and support staff in one particular project or several small projects in areas such as housing, environment, economic, transportation, energy, etc.

Reviews, evaluates and analyzes staff reports, recommendations, position papers, studies, plans, and the like prepared by staff and/or outside consultants or other County/State/Federal agencies for adherence to County policies, procedures, projects, etc.

Represents the department/division to which assigned at public hearings, meetings, citizens' groups, et cetera.

Provides complex, technical assistance in solving difficult problems or issues that are controversial and sensitive.

Serves as a member of inter-agency committees, task forces, and technical groups according to field of expertise.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks 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

Thorough knowledge of the principles, techniques and methodologies employed in specialized area of planning expertise.

Skill in preparing complex data and statistical information for graphic presentations.

Ability to plan and coordinate work assignments.

Ability to deal with people in a diplomatic manner.

Ability to express ideas both orally and in writing in a positive and persuasive manner, particularly on matters that are sensitive and controversial.

Ability to conduct difficult research studies and analyze complex data.

MINIMUM QUALIFICATIONS

Master's degree in business or public administration, urban and regional planning, environmental studies, economics, energy policy, urban studies, housing and community development or closely related field, plus three (3) years of progressively responsible professional administrative, technical, analytical and developmental work experience; or an equivalent combination of nine (9) years of relevant education and experience.