

PLANNER V

NATURE AND VARIETY OF WORK

This is professional technical supervisory and administrative management work in planning and program development and coordination within a planning division or department. Incumbents perform the most complex and difficult work in planning and program development and coordination of major programs or plans having Countywide impact. Incumbents of this class may represent the County in high level committees and task force meetings representing local, State, and Federal interests. General supervision is received from the Chief of the Planning Division or other designated supervisory official. Work is evaluated as it contributes to the achievement of solutions to significant problems and the improvement in the environmental/water/energy/ employment/transportation/housing conditions within the County.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises a group of professional planners and support personnel.

Reviews staff reports, recommendations, position papers and recommendations, maps, graphics, etc. prepared by the staff for adherence to established policies and procedures.

Performs professional planning work of the highest level involving the most difficult and complex methods and procedures.

Directs the preparation of major plans and programs such as Ten Year Water and Sewerage Plan, Solid Waste Plan, Comprehensive Stormwater Management Plan, Program Open Space, capital improvement programs, clean air programs and the like.

Directs the presentation of plans and programs such as water and sewerage plans, hazardous waste disposal plans, Capital Improvement Programs, etc. before a variety of planning authorities and other professionals as well as the general public.

Represents the Chief of the Planning Division at public hearings, meetings, and high level committees as necessary.

Coordinates activities and programs affecting local, regional and state plans and policies.

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

Extensive knowledge of local and state laws, codes, and regulations that apply to areas of expertise.

Extensive knowledge of the principles, techniques, and methodologies employed in areas of expertise.

Skill in dealing with groups of professionals and members of the general public representing diverse interests.

Ability to supervise, plan and direct the activities of subordinates.

Ability to administer large scale planning and developmental programs.

Ability to make complex presentations before groups particularly on matters that are highly controversial.

Ability to write highly complex technical reports and prepare appropriate graphic displays.

MINIMUM QUALIFICATIONS

Master's degree in business or public administration, urban and regional planning, environmental studies or closely related field, with a minimum of four (4) years of responsible professional experience in professional planning/program development plus at least one (1) year of supervisory experience in the planning/program development area; or an equivalent combination of ten (10) years of relevant education and experience.