

COMMUNITY DEVELOPMENT PLANNER II

DESCRIPTION OF WORK

This is supervisory work in the assignment and review of the activities of a group of community development planners and technicians.

Employees act as team leaders for a group of professional planners, planner technicians, and appropriate office support personnel in a regional office and are an integral part of the determination of project and program direction decisions for that region. Employees work with other team leaders the senior planner, and appropriate section support staff in approving projects for funding, developing program effectiveness criteria, and determining problems, strategies, and needs in the region. Work is reviewed through reports and consultation with the senior planner and through the evaluation of the effectiveness and implementation of community plans.

EXAMPLES OF DUTIES PERFORMED

Assigns, reviews, and approves planning programs conducted by professional planners, supervises technical staff in the preparation of reports, plans, maps, and other support documents.

Analyzes local governmental units' programs, services, problems, needs, and requests for assistance; recommends project priorities; makes assignments to staff planners in light of staff expertise and community needs.

Supervises three or more professional planners and a complement of planner technicians and support personnel in planning and management assistance activities.

Recommends policies and methods to coordinate the services and activities of local, regional, and State planning agencies with each other and to integrate planning and management activities with other government services.

Represents the department in meetings and conferences with local, state, and federal government officials and with private citizens.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Considerable knowledge of technical planning methodology and the principles and practices of public administration, especially as it relates to local government.

General knowledge of governmental programs and services pertinent to the planning and management assistance process.

Ability to supervise and coordinate the work of a team of professional planners and planner technicians.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with State and local officials and the general public.

Minimum Education and Experience

Master's degree in a planning curriculum, supplemented by courses in public administration or a master's degree in a public administration curriculum, supplemented by courses in planning, and sufficient planning and management experience when combined with the master's degree equals four years; or a college degree and four years of specifically related planning and management experience; or an equivalent combination of education and experience.

PREPARED BY
OFFICE OF STATE PERSONNEL

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