

To supervise and promote the implementation of policies, plans, and other recommendations through executive actions and orders, budgets, legislation and other means.

To draft legislation, executive orders, rules and regulations for the state's planning functions, as well as, programs and policies.

To oversee the review of a wide range of professional planning and/or policy proposals to insure consistency with established policies and plans and to coordinate them with related activities.

To represent the director at meetings held for the purpose of formulating policy, procedures and plans.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, methods, techniques, and practices of statewide planning, strategic planning, housing and community development and administrative policy/program planning and the ability to apply such knowledge in the administration and operation of state government and the relations between state, local and federal governments; a thorough knowledge of the methods and techniques involved in the collection and organization of physical, social, economic, fiscal and other data used in community, regional and statewide planning; a thorough knowledge of the principles of public administration the ability to apply this knowledge to the management of state planning functions and in areas including: physical, strategic, economic, and social development, governmental management, finance and budgeting and other administrative and policy planning areas within state government; a thorough knowledge of the budget process and fiscal policy at the state and federal level; a thorough knowledge of public policy formulation and evaluation; the ability to plan, assign, supervise, direct, and evaluate the work of a administrative, managerial, professional, technical and clerical staff to insure that professional standards and statutory, regulatory, and technical requirements are met; the ability to analyze and draft legislation, executive orders, rules and regulations for statewide government programs and policies; the ability to interpret programs, policies and directives as they apply to statewide planning, strategic planning, housing and community development and administrative and policy/program planning and to effectively communicate with all levels of staff, other departments and agencies, interested groups, and the public; the ability to plan and organize work, assemble resources, coordinate operations with interested parties, and achieve the intended results within budgetary and time limitations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Planning, Public Administration, Business Administration, or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible administrative and supervisory position involving professional planning functions related to community, regional and/or statewide programs including governmental administration and policy and program implementation.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: February 20, 2005