

CLASS TITLE: SUPERVISING PLANNER

Class Code: 02706500
Pay Grade: 31A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise complex professional community, regional and statewide short-range and/or long-range planning functions and to coordinate the work of planning units engaged in such functions; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of a superior with considerable latitude for the exercise of independent judgement in the application of methods, practices and techniques of planning work; work is subject to review usually upon completion.

SUPERVISION EXERCISED: Plans, organizes, coordinates, supervises and reviews the work of planning units, and planners engaged in special projects.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, coordinate and supervise complex professional community, regional and statewide short-range and/or long-range planning functions.

To coordinate, supervise and review the work of planning units engaged in community, regional or statewide planning.

To provide technical guidance, supervision and direction to subordinate planning personnel engaged in special projects.

To perform complex professional planning functions related to community, regional or statewide planning programs.

To supervise studies and the preparation of reports containing findings and recommendations on a variety of planning activities as part of a community assistance program or part of a statewide planning program.

To review planning practices and procedures and to recommend to a superior, changes which will serve to increase the efficiency, productivity and effectiveness of planning units and/or to expedite planning studies or final plans.

To maintain a continuous evaluation of current planning projects to determine their effectiveness and to report findings and make recommendations thereon to a superior.

To be available for consultative purposes to all state agencies, boards and commissions and to community planning organizations and personnel.

To confer with federal, state, community or state agency officials on matters pertaining to planning activities.

To coordinate statewide planning programs with federal, state agency or community programs.

As required, to attend meetings, hearings and conferences.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of community and statewide planning; 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; the ability to supervise studies and the preparation of reports; the ability to review planning practices and procedures and recommend necessary changes; the ability to provide technical guidance, supervision and direction to subordinate planning personnel; the ability to maintain

continuous evaluation of planning projects to determine their effectiveness; the ability to meet and consult with federal, state and/or community planning personnel; the ability to prepare clear, sound, accurate and informative reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a recognized university with a Master's Degree in Planning; and

Experience: Such as may have been gained through: employment which involved responsibility for the supervision, guidance and direction of subordinates engaged in professional planning functions related to community, regional and/or statewide programs.

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

Class Created: June 30, 1968

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