

PLANNER PRINCIPAL COMMUNITY SPECIALIST

KIND OF WORK

Advanced professional interdisciplinary planning and analysis work.

NATURE AND PURPOSE

Under administrative direction, an employee in this class establishes goals for new planning projects and/or for areas with little or no procedural precedent and/or long-range planning programs to provide community and local governmental entities with a comprehensive view of problems and operations, alternative solutions and an assessment of the long-range impact of present decisions and the policy implications of those decisions; coordinates the activities of consultants, planning groups and governmental agencies at all levels; performs quality-assurance functions by providing leadwork direction and review to high-level professional staff; serves as a technical and/or planning expert in a specific area so that the department has a fully developed and integrated community planning program; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists communities and local governmental entities to develop planning proposals and projects with statewide scope or multiple issues, by determining objectives and analytical/methodological approaches; developing methodologies for the planning process (plans will have statewide impact and require complex analysis of multiple issues); and by identifying and clarifying issues to be addressed in the planning process.

Designs improvements in the planning process and represents the interests of the agency/program in the planning process by organizing and participating in meetings with local citizens, interest groups, communities, counties, regional and state agencies to provide input and assistance and gain insight into their needs and issues to and facilitate consensus (issues will typically be controversial and there may be competition for limited resources); by chairing committees and organizing/attending public information workshops to encourage public participation in the planning process; by compiling documents and background information for hearings and community meetings and preparing presentations that explain the planning process to concerned parties; and by identifying problems raised during proceedings and assigning project team to research and prepare recommendations for their solution.

Provides work direction - in the role of a project leader - to professional planning project staff (e.g., prioritize, schedule, assign, direct, guide, evaluate and report on the work of the project team).

Directs team in the development of research instruments and develops, coordinates or directs data collection activities and coordinates communication with clients.

Reviews and analyzes the interrelationships of legislation, planning projects and plans; builds analytical models for projects and plans to identify interactions of variables, forecast trends and make projections; analyzes and interpret data, draws conclusions and makes recommendations; critiques analysis, interpretation, conclusions and recommendations of professional team members.

Designs major reporting systems, serving as project leader by participating with project staff in preparation of final plans; reviewing and editing plans drafted by project staff; preparing and delivering key oral presentations on the objectives, methods and results of the plans and by explaining highly complex data.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

State and federal program policies and related regulations and planning activities conducted by other agencies sufficient to evaluate and interpret impact and to incorporate them in the department's planning activities.

Planning principles, methods and techniques and applicable laws, rules and regulations sufficient to develop major statewide plans.

Principles and practices of research and analysis techniques sufficient to formulate study design and methodology and to coordinate and direct work of consultants and interdisciplinary task forces.

Information technology principles sufficient to make use of computerized information systems and user data.

Departmental decision-making process and policies sufficient to expedite complex projects and to communicate with internal clients.

Ability to:

Review and evaluate technical reports and planning documents.

Identify and evaluate information or data and develop policy and program management recommendations and to conceptualize alternative solutions to complex issues and convey them to diverse audiences.

Write, edit and organize material from diverse sources to prepare comprehensive plans.

Prepare and make effective oral and written presentations for use within and outside the department.

Develop new techniques and procedures for accomplishing goals and objectives to design work plans for major studies and to direct their implementation.

Establish and maintain effective working relationships with public officials and planning groups so that relevant departmental goals and objectives are met and the planning process is facilitated.

Est.: 7/81
Rev.:

T.C.: 12/81
Former Title(s): Planner 3, Community Specialist