

PLANNING SUPERVISOR - STATE

KIND OF WORK

Professional planning supervisory work.

NATURE AND PURPOSE

An employee in this class is responsible for a major phase of a statewide, long-range planning program. This responsibility extends to establishing project goals within the framework of a state plan and coordinating the activities of consultants, planning groups, and government agencies at all levels. Supervisory responsibility includes assigning and controlling the work of subordinate professional and technical staff, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations. Assignments are general in nature and afford wide opportunity for program development. General direction is normally received from an Administrative Planning Director (State).

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

Advises local officials, planning staff, and organizations on planning needs and procedures.

Supervises professional and technical staff in the development of a major phase of a statewide, long-range planning program.

Assists in the formulation of planning programs and projects personnel and financial requirements.

Reviews the progress of state and local planning activities in a program area, makes appropriate recommendations, and coordinates such efforts with the overall plan.

Consolidates all planning activities and incorporates them into a major portion of a comprehensive, statewide plan.

Promotes planning activities throughout the State.

Prepares and distributes informational material.

Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Sound practices and procedures in one of the following specialty areas: Economics-
Demography: Land Use, Sociology, or Governmental needs and relations.

Related planning activities carried on in other areas of the country and throughout Minnesota.

The laws governing local, area, and regional planning related to specialty area.

Ability to:

Present comprehensive planning programs for various areas, political subdivisions, and State agencies.

Coordinate and consolidate the efforts of supporting units.

Establish and maintain effective working relationships with public officials and planning groups.

Speak and write effectively.

Supervise subordinate professional and technical staff.

Est.: 7/1/81
Rev.:

T.C.:
Former Title(s):