

PLANNER SENIOR COMMUNITY

KIND OF WORK

Advanced technical advisory work in a specific area of community planning.

NATURE AND PURPOSE

An employee in this class performs professional work in the development of sound community planning in a specific area such as urban renewal, land use, or regional planning. Duties include collection, analysis, and presentation of data and proposals to community officials and planning bodies.

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

Develops a specific portion of planning program involving inspection of work progress, writing progress reports, and certifying payment.

Develops a portion of a statewide educational program on the need for community planning.

Within a specific area writes instructive pamphlets on planning questions and information for distribution.

Consults with local officials, planning staff members and organizations, and advises on local planning needs and procedures.

Assists communities in setting up planning programs, and aids them in their quest for any available planning funds.

Examines, evaluates, and makes recommendations on local planning programs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of community planning and procedures.

Considerable knowledge of the principles and practices of collecting community planning data and preparing reports and studies.

Ability to:

Present and carry through comprehensive planning programs.

Interpret laws, rules and regulations.

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

Speak and write effectively.

Est.: 6/60 T.C.: 9/65, 12/84

Rev.: Former Title(s): Community Planner II

Ckd.: 11/92 Planner II Community