

PROJECT PLANNER

DEFINITION OF WORK

Under general supervision, performs complex specialty work or leads planning projects such as neighborhood or corridor studies, environmental analysis, computer modeling or land use plans; manages work programs for appointed commissions; does related work as required; may report directly to principal planner.

EXAMPLES OF WORK

Provides leadership on departmental projects, development guides, neighborhood studies and analyses; performs complex research and makes projections; develops general and detailed design studies; prepares and presents reports; coordinates work with other departments or neighborhood organizations; is responsible for major ongoing work items for the zoning and subdivision section; acts as principal staff or consultant in field of specialization to appointed boards and commissions and to other planning staff members; works independently with citizens and public officials on planning matters; is involved in and may take leadership role in citizen participation activities; provides leadership and direction to assigned planning technicians and interns; occasionally represents the City-County Planning Board at selected public meetings, provides and presents analyses and recommendations to the Planning Board and appointed or elected boards of smaller municipalities.

EMPLOYMENT STANDARDS

Education and Experience: Masters degree in planning or closely related field or a combination of a bachelors degree and three years of increasingly responsible and thorough experience in the planning field. Emphasis on experience and training in a specialized area of assignment may be required. AICP Certification is desired.

Knowledge, Skills and Abilities: Thorough knowledge of planning theory and practice; considerable knowledge of current literature and recent initiatives in planning field; ability to analyze and systematically compile technical and statistical information; ability to use computers and other technology in analysis and presentation of information; ability to prepare and deliver clear, concise, and effective oral and written presentations to the general public, appointed boards and elected officials; ability to establish and maintain effective working relationships with professional colleagues and representatives of other public agencies; ability to work independently and with minimal direction and supervision; ability to plan and supervise the work of a planning technician.