

Class Concept

This is administrative and supervisory work in directing the activities of a staff of professional planners and support personnel in a region. Employees in this class are responsible for the execution and evaluation of planning and management assistance for local government units in a geographic region of the State. Work includes supervision of a staff of professional, technical, and support employees in an area office. Employees act as the principle liaison with regional and local government officials concerning available programs and services. Limited instructions are received with respect to work assignments, and employees work out the details and organization necessary to carry out the program within broad goals and objectives. Work is evaluated and reviewed by the program administrator based on written reports, discussions, and feedback from local communities.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of technical planning methodology and the principles and practices of public administration, especially as it relates to local government.
- Considerable knowledge of governmental programs and services pertinent to the planning and management assistance process.
- Skill in managing a program and directing the activities of professional planners.
- Skill in communicating effectively in oral and written form.
- Skill in establishing and maintaining effective working relationships with State and local officials and the general public.

Minimum Education and Experience

Master's degree in a planning curriculum from an appropriately accredited institution and two years experience in planning in which one year was in a team lead or supervisory role; or

Master's degree in Public Administration, including planning courses from an appropriately accredited institution and two years experience in planning in which one year was in a team lead or supervisory role; or

Bachelor's degree in a field related to planning, including courses in planning from an appropriately accredited institution and four years of specifically related planning experience in which one year was in a team lead or supervisory capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.