

PROGRAM PLANNER

Job Code	Pay Grade
06152	CL19

Nature of Work

This is professional planning work, which may include supervisory responsibility over professional and/or technical subordinates, carrying out research planning projects and conducting independent studies. An employee in this class plans and delineates difficult and complex studies of planning data and development trends designed to facilitate comprehensive reports and presentations necessary to the organization, development, and continuing review of comprehensive planning programs. This class encompasses a great degree of technical, creative, and organizational responsibility, as well as the exercise of considerable independence in the performance of complex studies and projects. Employee may direct activities of subordinate planners, technical personnel, and aides under the supervision of a division head.

Minimum Qualification Requirements

- 7 years professional work experience in urban planning, government, engineering design or statistics, or
- Bachelor's degree in urban planning, government, law engineering, design, economics, social science, geography, statistics or a related field and 3 years of professional experience in urban planning; or
- Master's degree with major course work in any of the above-related subjects and 2 years of professional work experience in urban planning; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities and credentials relevant to position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Conducts research and prepares studies on land uses, zoning, economic base, transportation systems, utility systems, community facilities, population, housing, conservation and/or neighborhood revitalization.
- Develops future land use, transportation and community facility plans.
- Prepares or assists in the preparation of zoning and subdivision regulations.
- Conducts or assists in conducting studies related to community renewal programs.
- Prepares and delivers presentations to various public and private organizations and disseminates planning information to the public.
- Prepares correspondence pertaining to the planning program.
- May direct subordinate professional and technical personnel assisting on projects or studies.
- May perform data processing related duties, including using available statistical packages or programs, encoding data, data entry and retrieval, and routine computer terminal operations and programming/reprogramming.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of the principles, practices and methods of public planning.
- Knowledge of the principles and practices of civil engineering and architecture as applied to public planning.
- Knowledge of economics, municipal finance and sociology as applied to public planning.
- Knowledge of modern office procedures, practices and appliances.
- Ability to direct and participate in complex planning studies and to analyze information and formulate substantive recommendations based upon such studies.
- Ability to interpret laws, rules and regulations in government plans.

PROGRAM PLANNER (continued)

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Knowledge, Skills, and Abilities (continued)

- Ability to direct work of others and present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to establish and maintain effective working relationships with department heads, outside agencies and the general public.

For official use only

Revised	EEOC Code	Overtime Code
7/07	Professionals	Classified/Excluded