

## **LEAD PLANNER**

### **GENERAL STATEMENT OF DUTIES:**

Perform professional planning work in the preparation and maintenance of program and large planning projects of the department. Manages and oversees large grant funded programs. Provides guidance and direction to less senior Planners. Works under the direction of the Program Manager.

### **STATEMENT OF TASKS:**

Performs technically oriented planning of large program areas within the department;  
Develops project budgets for assigned program areas;  
Coordinates complex planning documents;  
Prepares and make final recommendations for program reports and plans;  
Schedules and conducts meetings with various audiences such as community groups, government entities and elected officials;  
Provides direct guidance on program activities and projects to Planning Technician, Planner, and Planning Specialist;  
Analyzes and presents statistical and technical data and make planning recommendations;  
Coordinates and develops planning programs and activities;  
Performs research, data analysis, project recommendation approvals, finalizing and submitting reports to state and federal agencies;  
Carries out administrative duties related to project management;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Extensive knowledge of planning theory and principles;  
Knowledge of research techniques and reference sources;  
Knowledge of various computer and software programs, word processing, spreadsheet, database, publication, financial, internet, modeling and GIS software;  
Ability to work independently;  
Ability to communicate effectively oral and written;  
Ability to work in stressful environments and attend work regularly;  
Ability to manage projects effectively and meet firm deadlines without close supervision;  
Ability to exercise independence and judgment on complex planning issues;

MINIMUM QUALIFICATIONS:

Minimum four (4) years' experience as a Planning Specialist with the Genesee County Metropolitan Planning Commission;

OR

Bachelor's Degree in Urban and/or Regional Planning, Resource Planning, Urban Studies, Public Administration or Geography **AND** six (6) years of professional planning experience in a local planning office.

  
Human Resources Director

Established: December 12, 2018