

PLANNING SPECIALIST

GENERAL STATEMENT OF DUTIES:

Performs professional planning duties, assists in preparing professional reports and plans, analyzes data. Prepares and organizes grant application processes. Provides guidance to local government and organizations on planning matters. Works under the supervision of the Program Manager.

STATEMENT OF TASKS:

Prepares and organizes grant application processes, writing reports, reviewing project applications, monitoring of projects, completing annual grant and program reports, communicating and coordinating with local units of government and project partners;
Works directly with local units of government on plans and project implementation;
Attends meetings and make presentations to various community government groups;
Prepares effective reports and recommendations for programs and activities;
Assists in implementing federal, state, and local programs;
Updates and maintains planning documents;
Writes and presents formal planning reports;
Completes federal project reviews, zoning reviews, master plan reviews and Farmland/Open Space Preservation reviews;
Provides advice and guidance to local units of government and organizations on planning matters;
Compiles and analyzes statistical data and make project recommendations;
Prepare detailed reports and studies.

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:

Good knowledge of the principles and practices of projects, maintain project budgets, and administrative duties related to managing projects;
Ability to work effectively with community and local community groups and officials;
Knowledge of current software related to word processing, spreadsheet, data base, publication, modeling software, geographic information systems, and financial software;
Ability to work independently;
Ability to attend work regularly and work in under stressful conditions;
Ability to communicate effectively, both written and oral.
Ability to work effectively with the public, local officials and other county employees.

MINIMUM QUALIFICATIONS:

Minimum two (2) years' experience as a Planner with the Genesee County Metropolitan Planning Commission.

OR

Bachelor's Degree in Urban and/or Regional Planning, Resource Planning, or Geography **AND** two (2) years of professional planning experience in a public planning office or private sector planning agency. A Master's Degree in the above areas may be substituted for the bachelor's degree.

OR

Bachelor's Degree **AND** four (4) years of professional planning experience in a public planning office or private sector planning agency.



Human Resources Director

Established: December 12, 2018