

PRINCIPAL PLANNER

GENERAL STATEMENT OF DUTIES: Performs technically oriented planning, which includes research, analysis of data, preparation of written documents, and review of proposals and programs; provides guidance and leadership for other members of the professional, clerical and technical staff; works under general direction; performs related duties as required.

STATEMENT OF TASKS

Assigns and coordinates technical work assignments with staff of planners and others;
Supervises and reviews assignment progress and output of each staff;
Assigns and reviews projects completed by staff on work involving mandatory review under provisions of the State Act regarding County Planning Commissions, Federal Project Review, The Rural Township Zoning Act, and other State or Federal Legislation;
Supervises and trains subordinate professionals in the proper research techniques for the completion of assigned projects;
Develops and outlines procedural guidelines for the completion of various technical work items;
Carries out technical work assignments in a competent professional manner;
Prepares official progress reports as required by Federal and State agencies;
Develops programs and directs the training of temporary people used in various phases of technical work assignments;
Attends and participates in meetings with various community and government groups on Planning, Community Development and other matters;
Reviews and coordinates the work of technical consultants who are hired to carry out specific technical work assignments;
Trains and evaluates subordinates and advises and assists them in the difficult aspects of their work;
Drafts divisional work programs and associated budgets and participates in the development of the departmental budget;
Participates in interviewing applicants for vacancies and assists in determining the most qualified for a specific position;
Approves vouchers and performs related financial duties associated with work programs as directed by supervisors.

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:

Knowledge of all aspects of planning including demography, sociology, economics, political science, law, engineering, finance, etc.;

Knowledge of the respective statutory requirements in order that proposals being reviewed are positive for the community;

Knowledge of basic research techniques and clerical practices;

Knowledge of the work assignment and technological skills and resources that must be applied to the assignment;

Knowledge of specific Federal, State, and other programs and regulations;

Knowledge of competent area consultants and of contract requirements;

Ability to develop and conduct research;

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Ability to make an oral or written presentation in a clear and precise manner;
Ability to work with varied personalities;
Ability to utilize computers and related software;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Planning, Community Development, Urban Studies, or Resource Development and four (4) years of professional planning experience in a planning office. A Master's degree in the above areas may be substituted for one year of experience;

-OR-

Bachelor's Degree in Public Administration, Landscape Architecture, Architecture, or Geography and five (5) years of professional planning experience in a planning office. A Master's degree in the above areas may be substituted for one year of experience;

-OR-

Four (4) years of experience as a Senior Planner in the Genesee County Metropolitan Planning Commission.

Established: August 12, 1970
Revised: April 22, 1988
December 14, 1999
December 2, 2004


Human Resources Director