

SENIOR CORPORATE PLANNER

DEFINITION

This is professional, supervisory and administrative work completed under the direction of the Director of Planning and Development. The Senior Corporate Planner is responsible for the development, implementation and direction of major projects performed in the Planning and Development Department; performs related duties as required.

EXAMPLES OF DUTIES

Prepares studies of organizational process and improved coordination of internal workings of county government. Provides technical and professional advice. Works with County internal process and helps fashion policy and procedures for the orderly development of County government operations. Works with budgets throughout the county. Plans and organizes current planning projects; develops work schedules and programs. Reviews progress and implements changes as needed. Gathers, interprets and prepares data for department studies and reports. Prepares recommendations reports and related information for decision-making purposes. Conducts analyses and provides initial planning for improvement or construction of major county facilities. Serves as a team leader in the development of short and long range plans; coordinates department activities with other departments and agencies as needed. Determines work procedures, prepares work schedules, and expedites workflow. Conducts technical research studies and prepares statistical reports and recommendations for drafting or revising local legislation, projecting trends, monitoring socio-economic data, etc. Monitors local, state and federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to supervisor. Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public. Provides staff support to the Zoning and Natural Resources Committee and other County Committees as needed and assigned. Provides staff support to citizen task forces, oversight committees and other public policy groups as assigned. Prepares and writes grant application components as assigned. Negotiates and administers consultant and other contracts.

Assists in the development of department goals and priorities; coordinates department services with other departments and agencies. Compiles and analyzes data and prepares statistical reports. Prepares correspondence, resolutions, and plans. Consults with and advises public officials. Responds to questions and general public on services and programs. Prepares written and oral replies to questions and complaints. Consults with Corporation Counsel on legal matters. Ensures compliance with state and federal laws, regulations, standards, and guidelines.

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EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in planning or related field from an accredited college or university and three years of professional planning experience. A master's degree in planning and/or AICP professional planner certification are desirable. Experience with GIS systems having ARC/INFO applications is desirable.

Knowledge and Abilities: Comprehensive knowledge of governmental organizations and thorough knowledge of economics, municipal finance, and sociology as they apply to planning; working knowledge of urban and regional planning; knowledge of the current literature related to corporate planning; ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports; ability to establish and maintain effective working relationships with employees officials, other agencies, and the general public. Knowledge of county/municipal and state codes and laws applicable to planning; working knowledge of personal computers and GIS applications.