

The Maryland-National Capital Park and Planning Commission

TITLE: Planner Coordinator
SERIES: Planning

GRADE: I **CODE:** 4332
DATE: 2/24/98 (rev.)

Class Definition

Under direction, performs advanced professional planning work requiring considerable complexity, responsibility, and technical expertise to plan land use, development, public facilities, or parks for one County. Plans and oversees multi-faceted projects and studies that typically involve leading a work team and coordination with other department staff, County agencies, community groups, etc. to complete the project. Provides technical guidance and expertise to other staff working on project team. Performs related administrative work. Incumbents of this class are regularly assigned project leadership and coordination responsibilities as well as independent work assignments, and contribute their expertise as part of other project or work teams. Performs other related duties as assigned.

Examples of Important Duties

1. Serves as working leader/coordinator for designated projects, special studies, or processes that are significant to the department's mission and work program (e.g., Master Plans, Sector Plans). Plans, directs, and coordinates the work of other planning staff assigned to the project, study, etc. Develops goals, schedules, and deadlines for work effort and insures that objectives are met for completion. Troubleshoots problems and works toward achieving creative and equitable resolutions. Reviews and checks the work of other team members. Consolidates, prepares, and presents final planning report.
2. Reviews and analyzes plans (development, preliminary subdivision) applications, special exceptions, proposals, referrals, amendments. Conducts site inspections and incorporates field observations into recommendations. Applies knowledge of planning standards, codes, and plans to develop alternatives to resolve planning problems identified. Works with interested parties to negotiate solutions.
3. Conducts difficult, sometimes controversial planning studies that involve research using planning data (e.g., demographic, health, traffic, plants, wildlife, air quality, sewage treatment, storm water runoff, water quality). Assembles and maintains databases. Analyzes data typically through the use of complex computer-based models to prepare complex statistical analyses, forecast trends, measure fiscal impact, etc. Provides

Examples of Important Duties (cont.)

expert review of data collected in formulating planning recommendations.

4. Serves on committees, task forces, special inter-agency-inter-department teams for the purpose of contributing technical expertise to achieve goals and objectives of work effort. May represent department as designated by supervisor or department head.
5. Presents and defends plans and recommendations to the Planning Board, District Council and Zoning Hearing Examiner. Makes presentations to a variety of groups or individuals (community, business, developers, etc.) for the purpose of communicating departmental policies or positions or to provide expert testimony on governmental policies, studies, laws, procedures, recommendations, etc.
6. Prepares a wide of variety of correspondence, documents, and reports which may include special research reports, plans, planning regulations, grant applications, request for proposals, etc. Studies and recommendations often have significant impact upon planning functions and activities.
7. Performs administrative work relating to project/process leadership and coordination responsibilities. Provides recommendations and input to the development of unit/division work program and budget. Gives performance feedback to supervisors of planning staff assigned to projects lead and coordinated.
8. Makes recommendations for and prepares specifications for planning studies to be accomplished by outside contractors. Evaluates proposals and recommends selection. Monitors work and approves invoices for payment.

Important Worker Characteristics

- A. Advanced Knowledge of: principles and concepts of planning, architecture, landscape architecture, economics, engineering, environmental science, urban design, recreation; research techniques; statistical analysis; current trends in public sector planning; *County geography, community and economic development, planning regulations and process, parks system; *Commission organization, policies, and procedures.

Knowledge of: leadership techniques and practices; project management; administration.

- B. Skill and proficiency in the use, operation, and application of: microcomputer and computer terminal; computer software (e.g., GIS/mapping software, word processing, spreadsheet, data based management, etc.); drafting equipment and computer aided design software.
- C. Ability to: plan, assign, and review the work of other planning staff; apply complex principles and concepts of the planning field of study to solve problems involving many variables; research and analyze data and information to develop recommendations and conclusions for technical and analytical reports, correspondence, papers, plans; develop and make presentations; communicate difficult planning concepts to a wide variety of persons (public, customers, planning officials, community/business groups, etc.) to achieve resolutions to problems; work effectively as part of a team or independently to complete work assignments.

*Developed primarily after employment in this job class.

Minimum Qualifications

Master's Degree in planning, architecture, parks, engineering, environmental science, or equivalent disciplines related to job function and three (3) years of progressively responsible professional level planning experience at the journey level; OR an equivalent combination of education and experience.

Working Conditions

Works in office. Field work may be necessary depending on work assignment. Required to deal with difficult customer/consumer issues.