

The Maryland-National Capital Park and Planning Commission

TITLE: Master Planner/Supervisor
SERIES: Planning

GRADE: J CODE: 4334
DATE: 2/24/98 (rev.)

Class Definition

This class includes two particular focuses: the Master Planner and Planning Supervisor as defined below.

Master Planner - Under very general direction, performs difficult and complex planning work. Work performed at this level requires the mastery and implementation of the highest level and most difficult technical planning work assigned in a department. Expert proficiency is required in one or more planning discipline(s) to include policy development, policy analysis, and implementation. Manages complex theories and concepts within one or more planning disciplines, requiring the ability to theorize unknown situations. Determines methodologies, approaches, or alternatives used to achieve program objectives. Troubleshoots and resolve complex and politically sensitive issues, problems. Performs related administrative and management work. Serves as an internal consultant in area (s) of expertise in one or more planning disciplines for the department or Commission. Acts for and represents the Planning Division Chief/Team Leader as requested.

Planning Supervisor - Under very general direction, performs difficult planning work that involves the supervision of planning activities for a recognized planning unit. Manages and supervises staff for significant planning programs requiring complex theories and concepts within one or more planning disciplines. Supervises, plans, develops and implements work programs and projects that involve relationships among the planning and regulation of land use, development, functional planning, and the provision of public facilities, or parks for one County. Determines methodologies, approaches, or alternatives used to achieve program objectives. Troubleshoots and resolves complex and politically sensitive issues, problems. Performs related administrative and management work for the unit/program. Acts for and represents the Planning Division Chief/Team Leader as requested.

Examples of Important Duties

1. Supervises and leads a unit/program within the planning function. Plans, schedules, and assigns work to staff. Monitors work performance and identifies areas of improvement. Develops and trains staff in planning policy and procedure. May evaluate performance of staff or provide input during staff performance reviews. Participates in and recommends selection of staff. Conducts staff meetings. Provides technical guidance

Examples of Important Duties (cont.):

on planning methodologies and approaches. Prepares annual budget request. Recommends changes or improvements to work program.

2. Develops policy and procedures for unit/program. In cooperation with the Planning Division Chief/Team Leader, creates and utilizes innovative planning and policy analysis strategies and methodologies to achieve work program goals and objectives. Works with department top management to establish goals and objectives for designated planning programs and major planning policy initiatives. Coordinates and negotiates matters relating to unit/programs assigned with other Commission units and government agencies. Establishes unit/program standards to accomplish work program.
3. Leads and coordinates complex planning studies that impact planning policy, ordinances, or procedure. Conducts advanced professional planning projects and studies of a very difficult nature either independently or as leader of inter-departmental or multi-agency team. Prepares special reports and papers.
4. Works with Planning Board, County Council, and/or other high level public officials to resolve difficult planning related public policy issues on a regular basis within area(s) of expertise. Regularly authors complex policies for action by public officials.
5. Defends planning programs, concepts, and policies to the Planning Board, District Council, Zoning Hearing Examiner and before other judicial bodies as required.
6. Responds to sensitive and complex inquiries or requests for information from citizens, developers, engineers, architects, and attorneys about proposed developments, Planning Board actions, laws and regulations, etc. Is a regular source of expertise within recognized planning discipline(s) in the deliberations of the Planning Board, County Executive, and/or County Council.
7. Serves on County and State Committees that exist for the purpose of promoting, reviewing or coordinating various aspects of the planning function, or whose activities may impact upon the planning function. Develops formal and informal partnerships with other recognized government, academic, and private sector organizations within field(s) of expertise.

8. Acts for the Planning Division Chief/Team Leader in his/her absence as delegated.

Important Worker Characteristics

- A. Considerable Knowledge of: the principles and concepts of planning, architecture, landscape architecture, economics, engineering, environmental science, urban design, recreation; research techniques; statistical analysis; *County geography, community and economic development, planning regulations and process, and parks system; *Commission organization, policies, and procedures. Considerable Knowledge of: supervision; leadership techniques and practices; program management; administration.

Possesses a high degree of specialized knowledge and expertise in one or more of the following disciplines: planning, architecture, landscape architecture, economics, engineering, environmental science, urban design, recreation.

- B. Skill 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: apply difficult principles and concepts of the planning field of study to resolve problems and achieve planning goals; research and analyze data and information to develop recommendations and conclusions for plans, policies, regulations, reports, papers, correspondence, etc.; negotiate effectively among varying viewpoints; communicate a wide variety of complex planning information to diverse groups in an easily understood manner; develop and orchestrate effective presentations on planning issues; plan, lead, organize, review and evaluate work and staff of unit/program; prepare budget request for unit/program.

*Developed primarily after employment in this job class.

Minimum Qualifications

Master Planner: Master's degree in planning, architecture, parks, engineering, environmental science, public administration or related fields and six (6) years of progressively responsible professional level planning experience that included at least three (3) years of project leadership and coordination experience; OR an equivalent combination of education and experience.

Planning Supervisor: Master's degree in planning, architecture, parks, environmental science, public administration or related fields and six (6) years of progressively responsible professional level planning experience that included at least three (3) years of supervisory or project leadership and coordination experience; OR an equivalent combination of education and experience.

Working Conditions

Works in office. Considerable pressure to meet deadlines. Required to deal with difficult customer/consumer issues.