

The Maryland-National Capital Park and Planning Commission

TITLE: Special Program Coordinator GRADE: K CODE: 4335
SERIES: Planning DATE: 1/13/88 FLSA: Exempt

Class Definition

Under general direction, performs professional planning and administrative work of unusual difficulty on broad range of special programs, projects, and administrative matters potentially encompassing any of a wide variety of planning projects and special programs for community development or other planning functions in the county, or in-depth special assignments on complicated subjects; coordinates special project committees; directs or coordinates activities of other professionals throughout the department or within other agencies. Performs related work as required.

Examples of Important Duties

1. Assists in and coordinates management activities of the Department of Parks and Recreation or the Planning Department. Consults with community groups and leaders, staff of the Planning and Parks Departments, or others as required in carrying out assigned responsibilities in directing and/or conducting special programs and projects.
2. Provides policy advice on various issues, policies, procedures, and programs. Furnishes professional analysis and advice with coordination of diverse professional staff. Furnishes problem-solving staff work in the design of project management plans; identifying components, reporting requirements, etc.
3. Promotes public service and creative activities to enhance effectiveness of county planning and gain county constituent support.
4. Analyzes work programs and synthesizes a number of tasks into integrated functional changes to be incorporated into departmental programs.
5. Coordinates the work of special project committees. Evaluates a variety of local, state, and federal proposed legislation for regulations to anticipate their effect on Commission functions and to assess their impact on budget and practices, and develops and advises alternative proposals.
6. Prepares draft agreements and proposals for legislation, as necessary, to solve problems and resolve issues. Negotiates with other government agencies and public to resolve various broad problems and to effect significant savings for the taxpayer by avoiding jurisdictional duplication and counter-productive activities and programs.
7. Monitors budgetary status of operating and CIP budget, preparing appropriate project status reports on a regular basis.

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Important Worker Characteristics

- A. Extensive knowledge of (1) planning policy and administration; (2) planning theory and its application; (3) interdisciplinary and/or interdivisional project management; (4) Commission policies, procedures, organization;* (5) administrative systems and operations research; (6) economics; (7) project management; (8) supervision; (9) contracting procedures; (10) budget procedures.
- B. Considerable ability to (1) apply broad planning principles to solve complex problems involving many variables; (2) plan, organize, and coordinate work of unit efficiently and effectively (3) supervise and evaluate the work of support and professional staff; (4) conduct complex data analyses and prepare technical reports and correspondence; (5) make effective written and oral presentations; (6) negotiate effectively among varying viewpoints; (7) communicate effectively with the public; (8) establish and maintain effective working relationships, both inside and outside of the Commission; (9) coordinate work programs/projects with other agencies/departments.

*Developed primarily after employment in this job class.

Minimum Qualifications

- 1. Master's degree in planning, parks, architecture, engineering, environmental science, business administration, or related subjects; and
- 2. Eight years of professional analytical and planning experience, and two years experience in coordination or supervising a planning function; or
- 3. An equivalent combination of education and experience.

Working Conditions

Works in office. Considerable pressure to meet deadlines.