

**The Maryland-National Capital Park and Planning Commission**

**TITLE:** Senior Planner  
**SERIES:** Planning

**GRADE:** H **CODE:** 4331  
**DATE:** 2/24/98 (rev.)

**Class Definition**

Under general supervision, performs a wide variety of professional planning work to plan land use, development, public facilities, or parks for one County. Work assignments involve projects and assignments that include the conduct of studies that require a good understanding of the planning process, ordinances, and laws and their application to a variety of situations in any area of planning. Work is performed independently or as part of a work team/group. May provide guidance to less experienced planning and technical staff on routine assignments. Performs other related duties as assigned.

**Examples of Important Duties**

1. Conducts research to analyze planning problems, identify trends, answer questions, etc. for planning studies, projects, or programs. Develops research criteria and compiles relevant information and data. Documents sources and collection procedures. Assembles, maintains, and safeguards computerized databases. Identifies questionable data and alerts project manager or supervisor and recommends alternatives. Conducts analyses to test data, identify or forecast trends, and make projections.
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 planning studies in support of the planning process to research and help develop solutions to problems, assess adequacy of plans, public facilities, evaluation of land use for public facilities, acquisition, parks, etc. Develops and organizes information gathered and researched to determine significance. Determines relevant issues, evaluation criteria, and assesses impact. Analyzes trends, problems, issues, etc. identified to develop staff recommendations or alternatives.
4. Writes and develops planning reports, correspondence, plans, and other materials. Explains technical planning issues and concepts to support research conclusions and recommendations. Develops and designs charts, graphs, maps, statistical data, and

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**Examples of Important Duties** (Continued)

- other exhibits as appropriate.
5. Presents and defends plans and recommendations to the Planning Board, District Council and Zoning Hearing Examiner under the guidance of the supervisor/manager. Makes presentations to a variety of individuals and groups (Planning Board, County Council, community, business developers) for the purpose of communicating planning issues, studies, laws, procedures, recommendations, etc.
  6. Responds to general inquiries from citizens, developers, engineers, architects, attorneys concerning development, actions of the Planning Board, planning regulations, etc.
  7. Serves on committees, task forces, special intra-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.
  8. May prepare scope of services for studies to be performed by contractors. Evaluates proposals and recommends selection of contractors. Monitors work. Recommends invoices for payment.

**Important Worker Characteristics**

- A. Knowledge of: the principles and concepts of planning, architecture, landscape architecture, economics, engineering, environmental science, urban design, recreation; research techniques; statistical analysis; current literature and recent developments in the field of public sector planning; research techniques; statistical analysis; \*County geography, community and economic development, planning regulations and process, parks system; \*Commission organization, policies, and procedures.
- 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 including computer aided design software.
- C. Ability to: apply principles and concepts of the planning

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**Important Worker Characteristics** (Continued)

field of study to solve problems involving many variables; research and analyze a wide variety of planning data and information to develop recommendations and conclusions; write technical and analytical reports, correspondence; read, understand, and apply technical reports, correspondence, engineering drawings to planning problems encountered; communicate effectively with a wide variety of persons (e.g., the public, customers, etc.); make presentations to planning staff, community/business groups, etc.; work effectively as part of a team/work group 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 one (1) year of progressively responsible professional level planning experience; OR an equivalent combination of education and experience.

**Working Conditions**

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