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Class Specifications
for the Classes:

PLANNING PROGRAM ADMINISTRATOR I
(PLANNING PROGRAM ADMR I)

PLANNING PROGRAM ADMINISTRATOR II
(PLANNING PROGRAM ADMR II)

PLANNING PROGRAM ADMINISTRATOR I 17.154
(PLANNING PROGRAM ADMR I)

Duties Summary:

Administers a program of land use or transportation planning; or assists in the direction and coordination of the State's major program of public planning and the development and evaluation of program plans and activities; and performs other duties as required.

Distinguishing Characteristics:

This class involves the overall administration of a program of public planning regarding statewide land use or transportation. The class also involves the work of a first assistant to the administrator of the State's major program of public planning with responsibility for assisting in directing and coordinating projects and work activities within and between the several major segments of the program in order to achieve valid and timely results.

Work of the class includes establishment of project schedules and insuring adherence thereto in all subordinate work units, and reviewing completed projects for soundness of conclusions and consistency of results. It also includes the review of operations and the improvement of all aspects of operations.

The work is performed within a framework of established policies and procedures, and the general direction of the department head or higher-level administrator. Significant public contact is required in establishing and maintaining effective working relationships with other jurisdictions and agencies, public officials and private groups and individuals.

Examples of Duties:

Reviews study plans, goals and schedules developed and coordinates planning projects; directs the establishment and maintenance of effective working relationships with other jurisdictions and agencies; recommends approval of project prospectus; maintains continuous oversight of projects, reviews results and recommends approval; conducts staff meetings; discusses plans and problems with department head or higher-level administrator for approval and guidance; reviews operation and recommends changes in policies, procedures, staff utilization, etc.; engages in program and financial planning, budget presentation and execution, reporting of accomplishments and program evaluation and in personnel management matters; prepares reports and correspondence; and speaks before groups.

Knowledge and Abilities Required:

Knowledge of: The purpose, principles and practices of public planning; general research sources and sources of socio-economic information; research and statistical methods and techniques used in public planning; report writing; governmental organization, programs and functions; public relations; trends in public planning; principles and practices of administration; policies and objectives of the State government and of the central planning agency; intergovernmental relationships.

Ability to: Direct and coordinate public planning; speak and write effectively; establish and maintain effective program controls and procedures; conduct the continuous review and improvement of operations; coordinate programs with other jurisdictions; speak effectively before groups.

PLANNING PROGRAM ADMINISTRATOR II 17.155
(PLANNING PROGRAM ADMR II)

Duties Summary:

Administers the State's major centralized program of public planning and the promotion of comprehensive plans and recommendations for the orderly growth of the State; directs and coordinates the formulation of legislative, regulatory and administrative proposals for the execution of plans and recommendations and participates and advises on their adoption and implementation; and performs other duties as assigned.

Distinguishing Characteristics:

This class is concerned with the overall administration of the State's major program of public planning. The program is complex involving considerable technical expertise and coordinative requirements in the development of the State's general plans, special and development plans, capital improvements and other segments.

An incumbent of the position in this class is responsible for all administrative and technical aspects of the division's work. Recommendations and decisions are accepted as being technically authoritative and become the basis for various actions. The position in this class operates under the general direction of the department head. The work involves extensive contacts with personnel outside the agency and jurisdiction such as other departmental personnel, legislators and their staff, members of the Executive Office of the Governor and their staff; administrators of county and federal agencies and their staff.

Examples of Duties:

Plans, organizes, directs and coordinates a program of State planning involving the State's general plans, special and development plans, capital improvements plans and other segments; develops and maintains administrative policies and procedures; reviews and evaluates the overall program and planning projects; coordinates the program with other states' and counties' planning activities; maintains continuing public support through informational, public speaking and other public contact work; initiates and promotes effective working relationships with other agencies, jurisdictions and consultant firms; presents plans and recommendations to the Governor and legislature; manages budgetary, personnel and other administrative housekeeping functions; prepares pertinent reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: The purposes, principles and practices of public planning; sources of planning information; trends in public planning; governmental organization programs and functions; research and statistical methods and techniques used in Public planning; public relations; principles and practices of supervision; principles and practices of public administration.

Ability to: Administer a program of State public planning; interpret pertinent laws, rules and regulations; promote comprehensive plans and recommendations; speak well before groups and individuals and express ideas clearly and concisely both orally and in writing; initiate and maintain effective relationships with others; coordinate programs with other jurisdictions; conduct budgetary, personnel, fiscal control and other related functions.

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