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Class Specifications
for the Class:

PLANNING AND DEVELOPMENT COORDINATOR
(PLANNING & DEVELOPMENT COORD)

Duties Summary:

Assists in the overall direction of activities associated with the development of major community areas by coordinating and advising on planning, research, land management, design, engineering, construction, public information, and administrative efforts to insure that project study, planning, and development are expedited; and performs other duties as assigned.

Distinguishing Characteristics:

This class differs from that of Senior Planner in that the Planning and Development Coordinator has the immediate responsibility for coordinating the conduct of studies for determining specific plans for the development of major community areas and the responsibility for implementing these plans; whereas the class Senior Planner is responsible for a major phase of technical planning work such as in the areas of general research, the general plan, or capital improvements, in a master planning program for the economic and physical development of the State.

Examples of Duties:

Arranges for the utilization of personnel from various agencies concerned with planning, land economics, land management, engineering, and fiscal matters for the conduct of community area development studies and plans and coordinates the work of such personnel; determines the adequacy of proposed plans for the development of major community areas; provides background information and other pertinent data and describes scope of problems; initiates meetings of technical specialists to provide or obtain information concerning work progress and problems; expedites the completion of assignments by establishing deadlines and securing cooperation in meeting time tables established for each phase of work; serves as liaison between the department and other agencies as well as between the Board and Director and departmental staff; initiates or participates in meetings with planning, research, and engineering consultants as well as with representatives of State, city and federal agencies to insure that contributions of these agencies to the projects are effectively coordinated and that the department is kept fully informed of problems encountered and the status of work projects;

obtains the assistance of technical specialists to administer contracts and/or to review completed work of project participants; resolve problems referred by project participants; furnishes the Director, the Board, the Governor and Legislators with oral and written reports on the progress and status of projects; reports and recommends appropriate action on matters requiring administrative determination; presents results of negotiations for services, rights of entry, land, etc., to the Board through oral or written reports and recommends appropriate action; maintains effective public relations between the department and the general public through talks and public contacts with interested groups in the community; drafts publicity releases on various aspects of projects involving the community area being developed; and prepares correspondence.

Minimum Qualification Requirements:

Experience and Training: (1) Six years of (development planning) experience including physical planning and/or planning research, of which two years shall have been in charge of the completion of special projects, and graduation from a college or university of recognized standing with a major in public planning, architecture, landscape architecture, civil engineering, economics or public or business administration; or (2) any equivalent combination of experience and training.

Knowledge of: Research methods and procedures and the sources of information and data relative to public planning operations; principles of practices of public planning, zoning, land management, land subdivision, State and local government structure; principles and practices of public financing; socio-economic research and standard sources and uses of socio-economic information; principles and practices of supervision and administration.

Ability to: Plan, assign, review and coordinate the work of departmental staff, staff of other departments, and consultants representing various skills and professions engaged in planning and development activities; understand State and local laws relating to public planning, land use and development, land management, zoning, and laws relating to industrial expansion and economic development; analyze technical and administrative reports; establish and maintain cooperative working relationship with others; and express ideas clearly effectively both orally and in writing.

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This is the first specification for the new class PLANNING AND DEVELOPMENT COORDINATOR (PLANNING & DEVELOPMENT COORD).

DATE APPROVED: 5/11/62 /s/ Arthur A. Akina, Jr.
ARTHUR A. AKINA, JR.
Director of Personnel Services

The code number for this class was changed from 2.842 to 17.172 and the class was incorporated in the Excluded Managerial Compensation Plan (EMCP) effective July 1, 1981, in accordance with Act 254, SLH 1980.

Reviewed for currency on August 26, 1982.