CLASS TITLE: PLANNER II

PURPOSE OF THE CLASSIFICATION: Under direction performs supervisory and professional work in the development and implementation of comprehensive plans, procedures, or programs and other related assigned duties.

ESSENTIAL TASKS:
• Performs professional planning work in developing database studies
• Assists in programming project objectives, research activities, and related activities
• Conducts the more difficult technical aspects of the planning program
• Supervises subordinate planners in conducting a difficult phase of the plans or programs
• Analyzes data, designs portions of the master plan or program, and makes recommendations for revisions
• Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation
• Supervises preparation of monthly, quarterly, and annual financial reports
• Supervises activities for financial and program monitoring and compliance
• Prepares outlines of data desired and supervises compilation and statistical analysis of data
• Serves as liaison coordinator with private consultants, public officials, and various civic organizations
• Prepares detailed plans and graphic and written presentations
• Recruits clients and oversees their certification, eligibility, and testing by conducting training and workshops
• Maintains various records, reports and files
• Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:
Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, public administration, urban planning, or one of the social sciences with an emphasis in social, manpower planning, land use planning, urban design, economic development, or a closely related field; and two (2) years of experience in a planning capacity or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of urban planning, community research, statistical analysis, and program design; considerable knowledge of the techniques of planning research; good knowledge of economics, municipal finance, and sociology as applied to city planning; good knowledge of employment training requirements; good knowledge of economic, social, and/or physical needs of an urban community; some knowledge of civil engineering and physical design as applied to city planning; and some knowledge of public administration. Ability to analyze and forecast economic, social, and physical problems of the community and to formulate effective solutions; ability to carry planning assignments to completion through the formulation of creative planning solutions; ability to analyze and systematically compile technical and statistical information, and to prepare comprehensive technical reports; ability to supervise the work of others; ability to communicate effectively both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 20 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License.
WORKING ENVIRONMENT:  Working environment is primarily indoors in an office setting; and requires overnight traveling being out of the area approximately 20% of the time.

Class Code: 2534
EEO Code: N-02
Pay Grade: AT-32

Group: Engineering, Planning and Technical
Series: Planning

Effective date: December 1, 2000