CLASS TITLE: PLANNER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs 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 comprehensive plans or reports and/or architectural or historic plans or studies
- Monitors, assesses, and provides task assistance to various projects and committees
- Assists in programming project objectives, research activities, and related activities
- Prepares preliminary studies on plans and programs
- Negotiates, documents and tracks cost-effective alliances, partnerships, and sponsorships for programs/events
- Researches, writes grants, and develops database studies (in some positions)
- Prepares grant applications, draws down of funds, accounting, monitoring and reporting of public and private grants received (in some positions)
- Analyzes data, designs, reviews and makes recommendations for revisions of plans, programs, proposals, or potential land uses
- Supervises a group of technical assistants engaged in specialized activities in support of project development and implementation (in some positions)
- Designs and publishes technical information, data, and administrative procedures
- Serves as liaison coordinator with private consultants, public officials, and various civic organizations
- Prepares comprehensive reports on proposed and existing plans or programs and related documents
- 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 or public administration, urban planning, architecture, or one of the social sciences with an emphasis in social, manpower planning, economic development, or a closely related field, and one (1) year of experience in a planning capacity and/or in obtaining grants, alliances, partnerships, and sponsorships; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of business management and/or public administration, and various areas of planning; good knowledge of a variety of research methods, technical data presentation, and evaluation and analysis procedures; good knowledge in computer operations; some positions may require good knowledge of economic planning and human development, employment practices and training requirements; and some knowledge of federal or municipal social, manpower or economic development programs, and contract negotiations; some positions may require good knowledge of assessment district ordinances, resolutions and state statutes. Ability to conduct difficult studies and to analyze and formulate substantive recommendations based upon such studies; ability to prepare budgetary data; ability to prepare clear, comprehensive, and concise reports; some positions require ability to write grants; some positions require the ability to architecturally draft blue prints, measured drawings or plans, 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. Must possess professional writing, public speaking, grant writing, computer operation, and multiple task management skills.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 20 pounds; may be subject to walking, standing, reaching, balancing, kneeling, smelling, and handling; vision, speech, and hearing sufficient to perform the essential tasks. Some positions require arm and hand steadiness and finger dexterity enough to photograph structures.
Licenses and Certificates: Some positions within this classification may require possession of a valid Oklahoma Class "D" Operator's License; and may require driving personal automobile for local and out-of-state traveling.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2567
EEO Code: N-02
Pay Code: AT-28

Group: Engineering, Planning and Technical
Series: Planning

Effective date: December 1, 2000