

## **CLASS TITLE: PLANNER III**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs professional work in the development and effectuation of comprehensive plans, procedures or programs and performs 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 basic 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
- 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
- Assists in the development and monitoring of division budgets in some positions

**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 four (4) 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: Comprehensive knowledge of the principles and practices of urban planning, community research, statistical analysis, real estate marketing, development, finance and valuation and program design; comprehensive knowledge of the techniques of planning research; considerable knowledge of economics, municipal finance, and sociology as applied to city planning; considerable knowledge of real estate laws and GIS systems; considerable knowledge of employment training requirements; considerable knowledge of economic, social and/or physical needs of an urban community; good knowledge of civil engineering and physical design as applied to city planning; and good 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 interpret laws and regulations; ability to supervise and train assigned personnel; 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 and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

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Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; and Real Estate License is preferred in some positions.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and may be required to attend public meetings and hearings outside normal office hours in some positions.

**Class Code: 2011**

**EEO Code: E-02**

**Pay Grade: EX-40**

**Group: Engineering, Planning and Technical**

**Series: Planning**

**Effective date: July 1, 2000**