

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV76884
Job Class Code:	640	Salary Schedule:	01
EEO Category:	01	Grade:	23
Workers Comp Code:	9410		

Job Code Established:	Effective Date:
Job Code Revised:	Effective Date:

JOB CODE SERIES: Statistics, Statistical Research and Economics Series

JOB CODE TITLE: PLANNING PROGRAM MANAGER I

HRIS TITLE: PLNG PRG MGR I

CHARACTERISTICS OF THE CLASS: Under administrative direction is responsible for work of unusual difficulty, in the management, through subordinate supervisory personnel, of a multi-discipline regional or statewide planning organization; and performs related work as required.

The Planning Program Manager I is responsible for a diverse and complex program, often having a scientific or engineering orientation. The Planning Program Manager I is distinguished from the II by the scope and complexity of the organization, the level of subordinate supervisors, impact of the operation, and the size of the planning budget.

EXAMPLES OF DUTIES: Plans, organizes, directs, coordinates and evaluates activities and projects in a multi-discipline planning organization; selects, supervises and evaluates the work of a multi-disciplined staff including planners, economists, environmental specialists, engineers, and research analysts; develops planning policies and procedures; establishes planning methodologies and goals; administers Federal funding assistance programs, reviews and evaluates local planning programs; coordinates multi-jurisdictional planning efforts; attends seminars and conferences; prepares a variety of administrative reports.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: planning administration practices and procedures; government organization, public finance and economics.

Ability to: direct and manage a multi-disciplined staff; maintain effective working relationships with those contacted in the course of work.

Skill in: oral and written communication.

SPECIAL SELECTION FACTORS:

Three years experience appropriate to the area of assignment in the supervision of professional planning personnel including responsibility for planning program direction.