

## COMMUNITY DEVELOPMENT PLANNER I

### DESCRIPTION OF WORK

This is professional consultative work in the development and promotion of the planning and management assistance process for communities in a region of the State. Employees in this class analyze data on areas of concern and problems of local governmental units and develop proposals and technical plans to attempt to meet the needs of the individual communities to which assigned. Employees, working alone or with other planners and technicians, explain plan components and attempt to assist the governmental units in implementing plans and in developing good management or administrative structures, programs, and practices. Assignments to specific communities are received from team leader-planners, but employees work with independence in assessing programs, determining strategies, and developing detailed planning components. Community presentations and complete technical plans are reviewed by higher level planners for conformance to planning methodology and program goals and objectives.

### EXAMPLES OF DUTIES PERFORMED

Develops plans for recommendation to communities on areas such as land use, environmental management, zoning, local government ordinances, community facilities and services, and good management practice.

Confers with local officials and citizens on economic and community development activities to determine the need for new programs and to promote planning activities within the community.

Evaluates problems related to the provision of governmental and private sector services; assists local leaders in securing citizen input into proposals for service delivery.

Supervises the collection of population, tax, economic, and land use data as a background for the development of community plans.

Participates in meetings with local officials, explaining plans and processes and recommending courses of action.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledges, Skills and Abilities

Considerable knowledge of analytical planning techniques applied in the collection and evaluation of community data and in the preparation of planning reports and recommendations.

Considerable knowledge of the principles and practices of governmental administration, especially at the local level.

Working knowledge of governmental programs and services pertinent to the planning and management assistance process.

Ability to communicate effectively in oral and written form.

Ability to establish and maintain effective working relationships with State and local officials and the general public.

#### Minimum Education and Experience

Master's degree in planning curriculum, supplemented by courses in public administration or a master's degree in a public administration curriculum, supplemented by courses in planning, and sufficient planning and management experience when combined with the master's degree equals three years; or a college degree and three years of closely related planning and management experience; or an equivalent combination of education and experience.

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Minimum Education and Experience for a Trainee Appointment

Master's degree in a planning curriculum, supplemented by courses in public administration; or a master's degree in a public administration; curriculum, supplemented by courses in planning; or a college degree and one' year of specifically related professional planning and management experience.

PREPARED BY  
OFFICE OF STATE PERSONNEL

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