

COMMUNITY PLANNER III

NATURE OF WORK

This is supervisory work assisting in directing the activities of the Division of Community Planning, Department of Commerce, or in supervising planning programs in a geographical area of the state. Employees assist in establishing and executing a statewide program for assisting local government jurisdictions in community planning. Work includes supervision of professional and technical employees in an area office, and contacts with federal officials, state highway officials, and representatives of private industries. Limited instructions are received with respect to work assignments, and employees work out the details and organization necessary to carry out particular programs. Work is reviewed through an analysis of completed reports by the Community Planning Administrator.

ILLUSTRATIVE EXAMPLES OF WORK

Assigns, reviews, and approves planning programs conducted by professional planners; supervises technical staff in preparing plans, maps, charts, and traffic survey reports.

Meets with and advises government officials and planning commissions in the more complex matters pertaining to community planning.

Assists eligible municipalities to apply for federal urban planning assistance grants; works with representatives of the U, S, Department of Housing and Urban Development in assisting municipalities to qualify for urban redevelopment, open space grants, water and sewer grants, and workable program certification.

Directs the activities of the Division of Community Planning in the absence of the Community Planning Administrator.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of statistical and analytical techniques applied in the collection of community planning data and in the preparation of planning reports and maps.

Considerable knowledge of the principles and practices applied in the handling of population, natural resources, and other economic and social data used in city, industrial, and basic resource planning.

Considerable knowledge of the principles and practices applied in the functioning of all phases of local government.

Ability to establish and maintain effective working relationships with county and municipal officials.

Ability to assign, supervise, and review the work of community planners.

ACCEPTABLE TRAINING AND EXPERIENCE

A master's degree in city and regional planning and three years of experience in community planning; or graduation from a four-year college or university with a major in engineering, political science, geography, economics, or related field and five years experience in community planning work including completion of a formal in-service training program in community planning; or an equivalent combination of training and experience.

PREPARED BY
NORTH CAROLINA STATE PERSONNEL DEPARTMENT

October 1968