

MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION

Class Code 004404
Grade 21
FLSA: E

PLANNING SPECIALIST II

DEFINITION OF SERIES:

The positions in this class research, gather, and analyze data and prepare reports in support of planning activities related to physical development projects, new and revised services or programs, policies, issues or long-range plans; plan, implement and manage special programs; monitor and evaluate performance of consultants and progress of programs/projects. May coordinate planning activities with other departments, other agencies, businesses, public and community groups.

DISTINGUISHING CHARACTERISTICS:

This class represents the journey level in the Planning Specialist series and performs the full range of planning and development duties related to land use, environmental, conservation, parks and recreation, human services, or other programs/issues. Develops goals, objectives and criteria for projects and programs and evaluates/monitors programs and process. This class differs from the entry level by the full range of planning and development activities performed and the independence placed on carrying out assignments. It differs from the Planning Specialist III in that the advanced journey level handles the more complex, technically difficult planning projects, programs, issues, or policies.

MAJOR DUTIES:

Under general supervision positions in this class work in a planning specialization such as community development, environmental planning, land use, or transportation planning. An employee in this class performs limited studies, segments of larger studies, or implements small-scale projects such as administering small contracts for the preliminary phase of street construction, or for the design of water and sewerage systems for new developments.

EXAMPLES OF DUTIES: (Illustrative Only)

- Develops scope of services, and negotiates, prepares, and administers small contracts for surveying, engineering and architectural consultants for the preparation of street construction, water and sewerage systems design, buildings design, parking usage studies, and similar projects.
- Provides technical assistance in the compilation and interpretation of research data for jointly sponsored community development projects to local officials of Federal, State and County Government, business advisory councils, and civic leaders.
- Prepares detailed reports which present information such as characteristics of the population, current use of land for residential, business and community purposes, arrangement of streets, highways, water and sewer lines, requirements for mass transit systems or health care delivery systems, and types of industries in the community.
- Conducts field studies and surveys to collect original research data for County planning projects and determines the statistical techniques to be used in compiling such studies; prepares reports of statistical data using graphic presentations.
- Cooperates with other County, regional, and State economic development agencies and developer groups by planning and implementing regional promotional and educational events such as regional tours, exhibits, and conferences.
- Develops methodology for planning projects under the direction of higher level staff personnel.

- Consults with local officials, as directed, concerning the compilation and interpretation of research data for planning related projects.
- Analyzes and makes proposals for revisions to existing County planning projects.
- Makes presentations to government officials and citizens' organizations to explain plans and programs.
- Performs related duties as required.

SUPERVISORY CONTROLS:

The supervisor defines the objectives, priorities and deadlines for the work, and the employee plans and carries out the various phases of recurrent assignments, referring to the supervisor only in the case of unusual, unprecedented situations. Completed work is reviewed for technical soundness and conformity to established policy.

SUPERVISION EXERCISED: Employees in this classification do not supervise other positions.

GUIDELINES:

Guidelines include applicable codes, regulations and previous studies/projects which the employee uses to adapt to new assignments.

COMPLEXITY:

The complexity of work is characterized by duties that involve analyzing conditions and elements to determine an appropriate course of action within a circumscribed planning area such as determining the best data collection method.

SCOPE AND EFFECT:

The employee addresses a variety of conventional planning questions and issues in conformance with generally well preceded projects and established criteria, which effect the design and development of planning programs.

CONTACTS:

Contacts include senior planning specialists, staff from other departments, governmental agencies, developers, real estate brokers, business representatives, financial organizations, and consultants/contractors and involve providing planning area advice and obtaining and providing information.

PUBLIC SERVICE /ASSISTANCE:

Employees in this class provide little or no direct public service or assistance.

HAZARDS: Tasks require alertness to avoid potentially hazardous conditions.

MINIMUM QUALIFICATIONS:

Education: Graduation from an accredited college or university with a Bachelor's Degree in planning, urban design, environmental studies, public administration, or related field.

Experience: Two (2) years of experience in planning and research related to land use, urban economics, human services, environmental issues, conservation or other work directly related to some municipalities planning and development work.

Equivalency: An equivalent combination of education or experience may be substituted.

Knowledge, Skills, and Abilities:

Thorough Knowledge of:

- The principles and practices of the planning specialization appropriate to the assignment of the position.
- The methods of statistical analysis and skill in interpreting numerical research data.
- How communities, as a whole, and their component systems function and develop.

Skill in:

- Preparing and presenting effective reports, maps, and charts relative to planning projects.
- Communicating effectively, both orally and in writing.

Ability to:

- Deal tactfully, effectively, and equitably with people.

Licenses, Registrations, Certifications, or Special Requirements:

Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

Work Environment:

The work is mainly performed indoors in an office environment and sometimes outdoors under adverse weather conditions, which involves normal, everyday discomforts.

Physical Demands:

Tasks may involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions. Operation of survey equipment may be required.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS:

Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL EXAM PROTOCOL: Medical History Review.

PROMOTION POTENTIAL: The full promotion potential for this class is to the Planning Specialist III.

Class Established: April 1967

Revised: October 1967

August 1972

April 1977

August 1987

Classification Study: August 1995 (M)

October 1999

August 2013

October 2014

(License Requirement, Work Environment, Physical Demands) July 2018