NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Planning Administrator	CODE: 85317C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative direction from deputy director, planning engineer or natural resources administrator, plans & supervises activities of planning bureau, section or office, directly supervises assigned personnel, coordinates activities within & outside of agency, provides technical assistance to departmental staff &/or other governmental agencies & prepares administrative reports &/or conducts research/evaluations; PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	46-66	Plans, implements & supervises activities of planning office, section, bureau or division (e.g., reviews consultants' proposals; prepares budget & approves expenditures; assists in developing or develops policies, procedures & objectives; establishes priorities; formulates administrative controls & approaches to problems; responds to problems arising regarding planning activities; assigns & schedules projects & monitors completion) & has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., assigned personnel such as facilities planners, planners, project engineers, building construction superintendent & skilled trades workers, grants administrator, researcher); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) management, (2) supervision, (3) engineering, geology & minerology, business administration, landscape architecture, architecture or urban or community planning, (4) operational, mathematical, analytical &/or statistical research techniques used in problem solving or decision making, (5) budgeting; ability to (6) deal with large number of variables & determine specific course of action, (7) use geometry & trignometry &/or statistical analysis, (8) write &/or edit administrative policies & procedures, (9) establish friednly atmosphere as manager of division or large section.
2	14-34	Coordinates planning activities with & provides technical assistance to departmental personnel & other federal &/or state &/or local governmental jurisdictions in planning & evaluating projects; reviews & analyzes legislation for potential impact on assigned activities; represents office, section, bureau, division &/or agency in meetings in or out of state with public officials, private agencies, general public, realtors, architects, contractors &/or labor unions regarding proposed &/or current projects.	Knowledge of 3, 4, 5, (10) public relations; ability to 6, (11) handle sensitive & routine contacts with goverment &/or private officials & general public & cooperate with co-workers on group projects.

(1222)

123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major program core coursework as required by university/college in one of following academic fields: engineering, geology & minerology, landscape architecture, business administration, architecture, urban or community planning or social science (e.g., economics, political science) (or 2 yrs. exp. in position applying knowledge of identified academic fields) plus: 600 hrs. training in bugeting (or 6 mos. exp. in preparing budgets); 6 courses in management (or 6 mos. exp.); 3 courses

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	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	15-25	Prepares proposals &/or speeches as assigned; writes & submits reports & technical evaluations; maintains current knowledge of developments in field; reviews & prepares comments on all procedural manuals & studies; updates specifications; researches information & prepares correspondence in response to inquiries & requests for information; uses research findings to direct on-going modification of programs; prepares documents & presents testimony to State Controlling Board for release of capital improvement funds.	Knowledge of 1, 3, 4, 5; ability to 11, (12) prepare complex reports, position papers & speeches for presentation before technical audiences.

(1223)

123.1-7-17

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in operational, mathematical, analytical &/or statistical research techniques used in decision making or problem solving (or 3 mos. exp. in conducting structured research); 300 hrs. training in supervision (or 3 mos. exp.); 1 course in both geometry & trigonometry (or 1 mo. exp.) ; 1 course in public relations (or 1 mo. exp.); 1 course in technical writing (or 1 mo. exp. in writing research reports, contracts or articles for publication); or equivalent. Plus 12 mos. exp. in planning projects or program services for targeted population or geographic area.