

Job Class Code: 2240	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform and coordinate the research, analysis, and summarization of data to assist in the development of plans and programs. The class is responsible for serving as project manager, collecting and analyzing data, preparing reports and other documentation, maintaining charts and files, and assisting with planning inquiries. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Serves as project manager for studies, plans, programs, and/or development applications to coordinate planning activities.
- Researches available resources in order to complete planning assignments, ensure compliance with regulations, and make recommendations.
- Collects data and analyzes facts to summarize and report information, derive conclusions, and develop projections.
- Prepares reports, correspondence, and other documentation to provide planning support for specific projects or assignments.
- Coordinates and may supervise the planning and technical activities of project team or staff.
- Reviews and maintains charts files, site plans, subdivision data, and/or related planning documents.
- Assists staff, other departments, and the general public with planning tasks, inquiries, or concerns.
- Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.
- Performs related tasks as necessary such as conducting field inspections, participating on committees and representing the City in various regional, state, and federal forums.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and implements and reports on operations and activities.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements; may use algebraic solutions of equations and inequalities, descriptive statistics, mathematical classifications or schemes.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.
--------------------------------------	---

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in planning or a closely related field. A master's degree is preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of full-time equivalent experience.
Special Certifications and Licenses	None required.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.
--

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.