

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

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## PROGRAM PLANNER 2

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### DEFINITION

Performs trainee to journey level professional project, operational, or specialized program planning of moderate technical scope and depth using a variety of principles, methods, and practices established in the planning profession; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

### WORK EXAMPLES

Provides planning assistance to state and local planning councils in developing area program plans; guides groups in the preparation of program funding applications; maintains files and planning kits or literature.

Develops and updates statistics on economic and sociological conditions by county and state area; designs research projects and conducts field investigations, surveys, and demographic studies to guide planning of program services.

Analyzes financial records and related documents and provides fiscal management of federal and state funding programs.

Conducts studies and reports on specific planning projects and problems at the county, municipal, or state level, and coordinates and administers federal grant-in-aid projects working through local planning units.

Develops resource data and assembles background information for urban and regional planning; coordinates, reviews, and provides technical assistance to local governments, schools, special districts, and community organizations on planning needs and requirements of the planning assistance program.

Recommends policies and procedures for carrying out a planning program; provides assistance to local governmental units on policy and technical determinations.

Assures conformance with standards of technical adequacy in plans developed by other state departments, regional and local planning officials, and/or consultants.

Prepares technical reports and public informational materials for other professional planners, government officials, and the public; performs planning research including legislation analysis.

Travels extensively within the state to coordinate agency objectives and activities with local governments and agency field office; makes public appearances to represent agency programs.

### COMPETENCIES REQUIRED

Knowledge of principles, techniques, current trends, laws, policies, and programs concerning state, local and community development.

Knowledge of the various methods of financing local and state services and related projects.

Knowledge of the functions and organization of local and state government.

Knowledge of environmental, social, and other problems affecting development of local and state human and physical resources and projects.

Ability to carry out major project activities.

Ability to interpret and apply agency policies.

Ability to plan work, think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to speak before public and private groups.

Ability to develop and maintain effective working relationships with other people.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a Bachelor's Degree;

OR

an equivalent combination of education, and experience equal to four years of economic, environmental, social, or health care program planning work (at the local, regional, state, or national level) requiring knowledge in the following: program content, related community resources, user problems, and program/treatment methods as demonstrated by one of these types of work; program counselor; program administrator; program trainer; technical assistant or program consultant;

OR

employees with current continuous experience in the state executive branch that includes the equivalent equal to 18 months of full time work as a Planning Aide.

Effective Date: 11/12 BR