Title: Planner Sr

Pay Scale Group: 00 (Broadband)

Essential Function

Provides advanced professional architectural planning services for complex, high profile projects; provides expert consultation and advice in most aspects of planning and design.

Characteristic Duties (responsible for administrative and fiscal control of several functions)

Serves as mentor and technically credible role model to junior staff;

May coordinate work of planning and other support staff;

Monitors high profile construction work programs to meet compliance;

Serves as lead resource for dealing with challenging technical issues;

Prepares capital budgets, state capital requests, and related budgeting documents;

Manages and generates changes to Capital Request Projections;

Develops programming documents for major capital projects and reviews programming documents prepared by others for all projects;

Ensures timeliness, achieves results and integrity of all projects;

Serves as a career planner.

Minimum Qualifications

Bachelor's degree in Architecture or Urban Planning or related field with seven (7) years of related experience.

Knowledge/Skills/Experience

Possesses advanced and broad knowledge of architectural planning services; provides formal technical and/or functional direction to other professionals; applies expertise to manage high complex, high profile projects. To Progress Through This Level: Lead and oversee highly complex and high profile projects; demonstrates expert professional capabilities and project leadership; possesses a compelling “track record” of successful, complex assignments accomplished with independence and creativity within budget; effectively provides formal technical and/or functional direction to other professionals.
**Communication:**

Works with senior management to discuss highly complex/high profile program recommendations and issues; ensures communication is understood and accomplishes intended objectives.

**Interaction with Others**

Provides technical guidance to assigned staff; oversees project work of assigned planning, architectural and support staff.

**Work Complexity**

Makes critical contributions to managing and solving highly complex and or large technical challenges; takes a comprehensive approach to identifying problems, understanding implications, and creating solutions that support overall project progress and success.

**Guidance & Supervision Received**

Works independently; supervision received is for routine department management/process tasks (e.g. performance reviews); independently performs assignments based on general guidance from supervisor; confers with supervisor or senior level staff on unusual matters.