

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Administrator	Department:	Planning & Policy
Requisition Number:	2019065		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$65,712.89 - \$78,740.00 Annually
Date Posted Up:	1/4/19	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Reporting to and with direction from the Deputy Director - Planning and Policy, the incumbent supports the Department administration with leadership and management skills applied to plans, projects and programs across the Department, Division and City. As administrator, the incumbent provides vision and leadership to staff in developing and implementing projects while managing the Department’s data analysis resources, including the GIS and related services. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Provides vision and leadership toward the development of plans, policies, and projects intended to implement the City’s Comprehensive Plan;
- Establishes clear project descriptions and corresponding tasks/schedules for completing Department projects that cover a variety of planning topics within the Comprehensive Plan;
- Leads and participates in a broad range of Community Development projects, plans and initiatives ensuring consideration for and application of innovative and leading-edge ideas that keep the City of Fort Wayne moving in a competitive direction;
- Administers GIS utilized by the Community Development Division and manages tasks and staff assignments related to development, maintenance and application;
- Coordinates and delegates project assignments and tasks in order to meet timelines and ensure quality;
- Supervises and manages a staff as described in the Supervisory Responsibilities section of this job description;
- Leads and mentors staff in order achieve work program goals, improve performance and encourage professional growth in conformance with the mission, vision and values of the Community Development Division;
- Employs standard planning techniques in the completion of projects, plans and initiatives such as current and best practices research, writing, analysis and public participation;
- Oversees and manages consultants to ensure work is performed according to contract;
- Engage community stakeholders in the planning process and effectively balance multiple interests in project outcomes;
- Coordinates and communicates with local and regional GIS partners on issues related to data management and resource development. This includes representing the Community Development Division on the Allen County/ Fort Wayne iMap Board of directors;
- Collaborates with other departments within Community Development and the City in the completion of plans, projects and initiatives;

- Assists Deputy Director of Planning and Policy with annual development and management of a budget for the Department;
- Provides routine project updates to the Deputy Director for the Planning and Policy Department as well as contributing to reports to the Division Director and City Administration;
- Coordinates with Planning and Policy Department leadership team to develop and manage annual work programs;
- Engages in professional growth and development programs, workshops and other continuing education services in order to enhance leadership skills and remain current with emerging community development and planning practices;
- Represents the Planning and Policy Department before City Council, Plan Commission, Historic Preservation Commission, Public Art Commission, Redevelopment Commission, Board of Public Works, neighborhood groups and other interested organizations.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Directly supervises a staff of professional planners and technicians. The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent recommends disciplinary action as necessary and approves leave requests.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Any combination of work experience or academic pursuit equivalent to a bachelor's degree in Urban Planning, Public Administration or related field and 5 years of increasingly responsible experience in municipal planning;
- Closely related work experience at a level commensurate with the position may count toward a maximum of two years of full-time college education. Under no circumstances will experience count for more than two years of college education.

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Communicates effectively both orally and in writing;
- Full range of generally accepted and commonly used principles, theories, objectives and practices of municipal planning, comprehensive planning, transportation planning, geographic information systems, land use planning and urban design;
- Ability to develop new techniques and methods of planning projects;
- Ability to express oneself clearly and concisely, orally and in writing, to write reports and grant applications, draft plans, give speeches, direct staff and maintain coordination within the department;
- Knowledge of federal, state, county and city laws relating to land use, annexation, development and all other related elements of planning;

- Ability to understand and apply federal, state and local regulations relating to grant funded programs;
- Ability to establish and maintain effective working relationships with staff members, other government agencies, neighborhood associations, social service agencies, local business and financial institutions, boards of directors and the general public.
- The ability to use current computer applications and operate technical tools as needed to fulfill essential duties and responsibilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the English language, general public records, legal documents, census data, financial reports, historical documents, maps, government forms and regulations, photographs, architectural and engineering site plans, business periodicals, professional journals, technical procedures. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Incumbent will have daily interaction with staff members, various local, state and federal agencies and the general public. These contacts involve non-routine cooperative problem solving, often requiring discussion and persuasion to gain concurrence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Incumbent often needs to use or develop innovative methods to complete project assignments or deal with complex problems involving the present and future needs of the community.

The work is broad in scope and of substantial intricacy involving many variables or considerations with interrelationships difficult to ascertain and requiring individual diagnosis and treatment. Incumbent must supervise and administer the City's GIS programs and must use considerable judgment to bring forth innovative ideas following guidelines that are often obscure. Individual diagnosis is necessary to find solutions to complex problems involving the present and future needs of the community.

The purpose and desired results are indicated. Unusual problems and/or proposed deviations from guidelines or practice are discussed at the discretion of the employee. Work is reviewed for soundness of judgment and conclusions, general technical adequacy, and conformance with practice and policy. The incumbent makes major contributions involving authoritative application of policy and practice to especially complex and/or important matters.

CERTIFICATES, LICENSES, REGISTRATIONS

- American Institute of Certified Planners (A.I.C.P) certification preferred but not required;
- Valid Indiana Driver's License if City vehicle is used.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to

stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; climb, jump, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.