

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	CD Specialist – Planner	Department:	Planning and Policy
Requisition Number:	2018203		
Hours:	8:00 a.m. – 5:00 p.m., may vary depending on need	Rate of Pay:	\$38,081.71 - \$46,544.31 Annually
Date Posted Up:	9/10/18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

SUMMARY

Incumbent is responsible for developing plans, programs and policies that guide development and physical design in Fort Wayne. The incumbent will work with residents, neighborhood groups and other stakeholders to assist the City in achieving community goals. 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.

- Coordinate and/or contribute to the preparation of plans and other planning projects.
- Research, collect, and analyze information pertaining to projects such as, neighborhood and other sub-area plans, annexation fiscal plans, corridor plans, transportation plans and other plans related to the Comprehensive Plan.
- Participates, and/or coordinates in the implementation of various Community Development projects, plans and initiatives.
- Provides administrative support to a variety of commissions and committees as needed. Will provide administrative support to the Public Art Commission.
- Assist in identifying community problems, issues, and opportunities in urban/suburban neighborhoods that can be mitigated through community planning.
- Establish and maintain professional relationships with team members, stakeholders and community members involved in planning projects.
- Conducts research such as demographic and statistical analysis utilizing standard planning techniques.
- Draft written materials such as plans, memos, reports and correspondence that are clear and understandable.
- Prepare and deliver presentations to City Council, Plan Commission, Historic Preservation Commission, neighborhood groups and other interested groups;
- Prepares grants and other funding proposals to public and/or private programs to support community development projects.
- Is familiar with the planning process and able to carry forth the process;
- Attends evening and weekend meetings.
- Maintains valid Indiana Driver’s License if City vehicle is used.

MARGINAL FUNCTIONS

Performs other duties as required.

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

This job has no employee supervisory responsibilities.

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

Bachelor's degree (B.A.), or equivalent combination of education and experience;

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Broad knowledge of the principles and procedures of urban planning, including state and municipal laws pertaining to planning.
- Ability to work on several projects or initiatives simultaneously.
- Strong oral communication and interpersonal skills.
- Creative problem solving skills.
- Group facilitation skills for use with community workshops.
- Ability to work independently or in a team environment as needed.
- Computer skills including Microsoft Office Suite and Adobe Acrobat.
- Broad knowledge of geo media software and its mapping and analytics capabilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. 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 calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Indiana Driver's License, City vehicle will be 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, talk and hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl; climb, and jump. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, the ability to adjust focus 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 typical of an open cubicle office environment.

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.