

**CITY OF FORT WAYNE JOB POSTING**

**Applicants must meet duties/essential functions and minimum requirements.**

|                     |                                   |                   |                                       |
|---------------------|-----------------------------------|-------------------|---------------------------------------|
| Job Vacancy:        | <b>CD Specialist – Planner II</b> | Department:       | Planning & Policy                     |
| Requisition Number: | 2019105                           |                   |                                       |
| Hours:              | 8:00 a.m. – 5:00 p.m., may vary   | Rate of Pay:      | \$46,985.33 - \$52,206.00<br>Annually |
| Date Posted Up:     | 3/11/19                           | Date Posted Down: | Until Filled                          |
| Time Up:            | 10:00 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.

- Coordinates and/or contributes to the preparation of plans and other planning projects as a team leader or member;
- Researches, collects, and analyzes 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;
- Leads, participates, and/or coordinates the implementation of various Community Development projects, plans and initiatives;
- Provides support to city commissions and committees as needed;
- Identifies community problems, issues, and opportunities in urban/suburban neighborhoods that can be mitigated through community planning;
- Establishes and maintains professional relationships with team members, stakeholders, and community members involved in planning projects;
- Conducts research and produces statistical analysis on community development subjects including demographics, transportation, public health, economic activity, and others;
- Write plans, memos, reports, and correspondence that are clear and understandable;
- Produces visual communication including maps, charts and infographics that support analysis findings and planning recommendations;
- Prepares reports and delivers presentations to City Council, Plan Commission, Historic Preservation Commission, Public Art Commission neighborhood groups, and other interested groups;
- Prepares funding proposals to public and/or private programs that support community development projects;
- Attends evening and weekend meetings.

**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**

As a project or program leader, this employee may organize and coordinate tasks for team members, but has no direct supervisory responsibility.

### **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.), Master's degree (M. A.) preferred, or four to six years related experience and/or training; 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.

### **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 respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. 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.

### **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**

- American Institute of Certified Planners (A.I.C.P.) certification desired, but not required;
- A valid Indiana Driver's License, if a 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 and talk or 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 and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

### **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](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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.