

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>CD Specialist – Planner I – Historic Preservation and Culture</b>	Department:	Community Development
Requisition Number:	2022207		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$45,000.00 Annually
Date Posted Up:	6/13/22	Date Posted Down:	Until Filled
Time Up:	9:00 am	Time Down:	

**SUMMARY**

The Community Development Division mission is *“To develop and implement creative community-based strategies that enhance economic opportunity, build strong neighborhoods and ensure a dynamic framework for quality growth and development.”* As a member of the Planning and Policy team and with guidance from the Planning and Policy Director and Senior Planners, this entry-level professional planner will assist with preparing and implementing plans, programs and policies that guide extraordinary community development; fostering a vibrant, prosperous, and growing Fort Wayne. The work of the Planning and Policy Department is focused on implementing the Comprehensive Plan and supporting Community Development initiatives. To that end, the incumbent will support and assist with the tasks and duties related to the Comprehensive Plan, Historic Preservation and Protection Districts and Public Art Program Ordinances; development and management of projects and grants; community engagement and outreach; data collection and analysis; developing and tailoring policy and program solutions to meet community needs; and writing and implementing plans intended to build strong neighborhoods and foster a vibrant, prosperous and growing Fort Wayne. The incumbent is expected to exercise good judgment, 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, internal and external stakeholders and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Project and Program Support**

- Performs tasks and assists with meeting coordination, community engagement, grant writing and administration, existing conditions research, field work, plan and policy development and project oversight related to the Comprehensive Plan, Historic Preservation and Protection Districts and Public Art Program Ordinances and as part of Community Development work groups and other planning project teams;
- Conducts research and assists with drafting plans, policy guidance, innovative programs and implementation strategies related to the comprehensive plan including land development and design, transportation, housing, public space, annexation, historic preservation, public resource allocation, and other community development matters;
- Collects and manages information and data in the form of publications, survey responses, focus group summaries, census and other data related to local development, economy, and demographics;

**Community Engagement and Communication**

- Assists with community engagement and outreach, exercises and events deployed using innovative tools and processes that complement traditional surveys, focus groups and community meetings.
- Writes draft plan content and assists with editing and formatting final plan documents;

- Creates and assists with the development of digital and print materials related to planning, historic preservation, public art and other community development projects;
- Prepares illustrations, maps, and other graphics that educate and clearly communicate information to a variety of audiences;
- Writes memos, reports, and correspondence that are tailored to be understood by a variety of audiences;
- Develops and delivers presentations to elected officials, boards, councils, commissions, associations, community stakeholders and other groups;
- Responds to home owner and other resident and organization inquiries via telephone and email with direct answers or reference to an appropriate source in a timely fashion;
- Maintains and expands personal knowledge of the planning, historic preservation, arts and culture and community development profession through professional growth programs, workshops, and other continuing education services;
- Establishes and maintains professional relationships with staff, internal and external stakeholders and others involved in projects, workgroups and teams;
- Regularly attends Historic Preservation and Public Art Commission meetings and other meetings and events outside standard business hours.

### **MARGINAL FUNCTIONS**

Other duties as assigned.

### **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.) in urban planning, historic preservation, architecture, landscape architecture, community development, public administration or a closely related professional field of study. Consideration may be made for active pursuit of a bachelor's degree and or evidence of planning related coursework as part of a degree in another subject – as a minor field of study or certification.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Broad knowledge of the principles and procedures of urban planning, historic preservation and public art including local, state and municipal laws;
- Must be able to communicate effectively in writing;
- Strong oral communication and interpersonal skills;
- Must be able to interact with the public, City incumbents, internal and external stakeholders and outside agencies with patience, tact, respect, and professionalism;
- Ability to work on several projects or initiatives simultaneously;
- Creative problem-solving skills;

- Group and meeting facilitation skills;
- Ability to work independently or in a team environment as needed;
- Computer skills including Microsoft Office Suite, ESRI GIS, Adobe Creative Suite or Canva and Zoom desirable.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, professional correspondence, and procedure manuals. The incumbent must have the ability to effectively present information and respond to questions from groups of managers, internal and external stakeholders, stakeholders, City incumbents, 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 10 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](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. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. 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.