

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Deputy Director – Planning, Policy, &amp; Operations</b>	Department:	CD Planning & Policy
Requisition Number:	2018195		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$80,000.00 - \$93,000.00 Annually
Date Posted Up:	8/15/18	Date Posted Down:	Until filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Division Director of Community Development, incumbent oversees the implementation of integrated strategic and operational planning initiatives that enhance development opportunities and efficiencies for the City of Fort Wayne. This position oversees the Division’s Planning Department. 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 leadership to the Planning and Policy department’s planning and implementation activities;
- Ensures that the City’s Comprehensive Plan’s policies are relevant and serve as a guide for City development;
- Actively supervises, provides direction, and evaluates managers within the Planning and Policy department;
- Leads and manages major planning initiatives that involve interdepartmental coordination as well as coordination with other City and County departments, and stakeholders;
- Provides strong support and direction to the Historic Preservation Commission and Fort Wayne Public Art Commission;
- Acts as representative for the Division with City Council, appropriate boards and commissions, and other city, state and federal agencies, staff, and the general public;
- Leads and participates in strategies, long-range, sup-area, corridor, neighborhood and transportation planning initiatives;
- Evaluates and recommends opportunities to coordinate, collaborate, and communicate with outside agencies, foundations, and business partners;
- Prepares and administers department’s budget;
- Analyzes complex management problems and evaluates performance;
- Communicates effectively both orally and in writing.

**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**

Incumbent is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

## **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**

- Master's degree (M.A.) or equivalent; or four to ten years related experience and/or training; or equivalent combination of education and experience;
- 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;
- Demonstrated experience in leading and developing innovative community development and urban planning projects.

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

- Extensive knowledge of the principles, objectives and practices of community development, urban planning and municipal administration;
- Strong ability to multi-task;
- Strong interpersonal and public relationship skills;
- Ability to foster an environment of teamwork and collaborate with other CD Deputy Directors, City-wide staff, and the community stakeholders on projects and initiatives;
- Ability to review and make recommendations regarding the research, development, and narrative of specific plans and reports prepared by departmental staff;
- Knowledge and understanding of state and municipal legislation relating to community development;
- Mastery of field of community development and urban planning, including the ability to develop new techniques and methods to achieve development goals;
- Ability to understand and manage high profile, sensitive, or controversial political situations;
- Ability to express oneself clearly and concisely orally and in writing to produce reports, draft development plans, give speeches, direct staff and maintain coordination within the division.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. 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 board of directors.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **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**

- Certification by the American Institute of Certified Planners (AICP) is preferred;
- 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.

The noise level in the work environment is usually moderate.

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.