

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Planner I -Community Engagement Specialist</b>	Department:	Community Development
Requisition Number:	2021272		
Hours:	8:00 a.m. – 5:00 p.m., nights and weekends are required, hours will vary	Rate of Pay:	\$41,208.90 - \$50,366.44 Annually
Date Posted Up:	12/17/2021	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the CD Administrator of Neighborhood Planning & Activation, with guidance from the Community Development Division Director and a member of the Neighborhood Planning & Activation Workgroup, the incumbent engages neighborhood associations, business associations, emerging communities, community service organizations, and citizens. The incumbent will work closely with neighborhoods across the city and most importantly will work across departments housed both within Community Development and other City divisions.

This position is forward-facing, will champion outreach and engagement for neighborhood plans and projects, and is regularly out in the community facilitating meetings and participating in community activities and events. Several neighborhoods and City sponsored meetings happen outside of traditional workday hours, which will require flexible hours, both during nights and weekends.

The incumbent is expected to exercise good judgement, 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.

**Community Engagement**

- Develops and maintains, in partnership with the CD-Administrator of Neighborhood Planning & Activation, the City of Fort Wayne Community Engagement Strategy (CES) which will provide information for City Departments in how to effectively communicate and engage with residents and stakeholders at the neighborhood level;
- Develops digital and print materials for public outreach and communication;
- Prepares various illustrations, infographics, maps, surveys, and graphics that help communicate information with neighborhoods;
- Prepares memos, reports and provides correspondence between City departments and neighborhoods that can be clearly understood;
- Maintains and updates various online educational resources, files, mailing lists, electronic distribution lists, etc., as necessary;
- Provides effective communication of the City goals and policies to the public;

- Assists in the development and implementation of innovative programs to strengthen relationships between neighborhood associations, business associations, emerging communities and community services organizations;
- Supports facilitation of City sponsored meetings, including but not limited to, quarterly neighborhood presidents meetings, area neighborhood partnership meetings, and educational programs aimed at providing neighborhoods with knowledge and materials to be successful;
- Assists Area Partnership chairpersons with securing speakers for meetings or other special events;
- Attends neighborhood association meetings and provides summaries of those meetings to appropriate City personnel. Also attends other meetings and special functions, schedules neighborhood walks and participates in other events as needed;

### **Grant Support and Administration**

- Provides review of grant guidelines and assists neighborhoods in gathering required documentation for submission;
- Develops and coordinates grant proposal submission process;
- Provides support for City funded neighborhood programs, and maintains schedule of grantee reporting deadlines and ensures compliance;
- Reviews financial reports of expenditures incurred with neighborhood grants, to ensure that neighborhoods meet compliance;
- Assists Community Development Director of Finance, and the City of Fort Wayne legal, purchasing and risk management divisions to ensure all projects, grants and funds associated with the Neighborhood Planning & Activation workgroup are properly administered and meet City requirements.

### **Neighborhood Planning & Activation**

- Assists in the development of neighborhood plans and implementation strategies related to neighborhoods;
- Maintains neighborhood databases;
- Communicates with residents from neighborhoods across the city, and schedules meetings of various sizes;
- Assists others in the workgroup in off-site fieldwork which could require several hours in a neighborhood meeting;
- Assists the workgroup with startup and reactivation of neighborhood and business associations.
- Provides a regular status report each month that provides an explanation of neighborhood activation process.

### **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**

Incumbent has no direct 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 engage individuals with disability to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- A bachelor's degree in urban planning, landscape architecture, urban design, sociology, psychology, public administration, communications, or related field and/or training; or equivalent combination of education and experience;
- One- or two-years' experience working with the public.

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

- Practical knowledge of and the ability to apply a full range of generally accepted and commonly used principles, theories, and methods of effective interpersonal communication;
- Knowledge of community services organizations;
- Practical experience in neighborhood associations, business associations, and / community services organizations;
- Knowledge or training on how to write grants for organizations;
- Ability to administer grant funds;
- Strong problem solving and communications skills both orally and in writing.
- Ability to facilitate meetings and workshops;
- Ability to work independently and coordinate projects as necessary;
- Ability to establish and maintain effective working relationship with staff members throughout the City and general public;
- Knowledge of or training in the use of computers and standard office equipment; including use of internet and electronic media;
- Ability to use audiovisual aids and computers to present material;
- Ability to use a Personal Computer to produce a newsletter and maintain departmental files on Neighborhood Associations and other office databases.

### **LANGUAGE SKILLS**

Incumbent works with generally applicable rules and guidelines but must use sound judgment when resolving or initiating compromises on the many unusual and complex situations that arise between City Government and the public or neighborhoods. Incumbent handles matters of considerable importance to Neighborhood Associations and citizens, Business Associations, and Community Service Organizations and occasionally deals with distraught (irate) individuals.

The incumbent handles substantially intricate problems requiring individual diagnosis and treatment for the Neighborhood Associations and citizens, Business Associations, and Community Services Organizations without the aid of specific instructions from the supervisor.

### **MATHEMATICAL SKILLS**

The incumbent must have the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. The incumbent must have the ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Incumbent is required to make recommendations to the supervisor in addition to making substantial contributions to the development of the department goals and objectives. Incumbent makes contributions on non-routine decisions and recommendations involving neighborhood problems and related issues based on organization guidelines and policies. The incumbent must use own judgment in selecting the most pertinent guidelines, in interpreting precedents, and in adapting standard methods or procedures. Unusual problems or deviations from departmental guidelines are discussed with the supervisor. Work is reviewed for soundness of judgment, technical adequacy, and conformance with

practice and policy. Personal work relationships involve cooperative problem solving requiring discussion and persuasion to gain concurrence or cooperation in the face of significant difference of opinion or controversy.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Maintains a 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 use hands to finger, handle, or feel and talk to hear. The employee frequently is required to sit. The employee is occasionally required to stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Although the incumbent is seated and walking at will and has limited physical labor, the job generates a great deal of stress due to the nature of the work performed.

**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. 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.