

**CITY OF FORT WAYNE JOB POSTING**

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

|                     |                                     |                   |                                       |
|---------------------|-------------------------------------|-------------------|---------------------------------------|
| Job Vacancy:        | <b>CD Specialist IV – Planner I</b> | Department:       | Planning and Policy                   |
| Requisition Number: | 2021236                             |                   |                                       |
| Hours:              | 8:00 a.m. – 5:00 p.m., may vary     | Rate of Pay:      | \$41,208.90 - \$50,366.44<br>Annually |
| Date Posted Up:     | 10/4/2021                           | Date Posted Down: | Until Filled                          |
| Time Up:            | 8:00 a.m.                           | 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 Director and Senior Planners, this entry-level professional planner will assist with preparing plans, programs and policies that guide extraordinary community development; fostering a vibrant, prosperous, and growing Fort Wayne. The incumbent is a vital member of work groups that engage community stakeholders; collect and analyze information that describes current conditions as well as reflecting goals and priorities for change; and write the plans that serve as a roadmap to achieve those improvements. 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 assist with community outreach and engagement; data collection and analysis; finding and tailoring policy and program solutions to meet community needs or mitigate problems; and writing plans intended to 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, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Planning Research & Analysis**

- Assists with drafting policy guidance and implementation strategies related to land development and design, transportation, housing, public space, annexation, historic preservation, public resource allocation, and other community development issues;
- Assists with documenting existing conditions, framing issues and organizing priorities for planning areas and stakeholders;
- Provides logistical support to planning project teams such as, coordinating meetings, documenting discussions and organizing project files;
- Assists with community engagement exercises and events deployed using new of tools and processes that complement traditional surveys, focus groups and community meetings.
- Uses GIS and other common planning tools to prepare thematic maps that illustrate statistical and spatial analysis;
- Prepares illustrations, maps, and other graphics that help communicate complex information with clarity;
- Writes drafts for plans, assists with editing and formatting final plan documents;

- Researches planning and community development topics such as housing, transportation, infrastructure, public safety, environmental sustainability, and health as it relates to the Comprehensive Plan;
- Collects and manages information in the form of publications, survey responses, focus group summaries, and data related to local development, economy, and demographics;
- Assists with statistical analysis of community development subjects including demographics, transportation, public health, economic activity, and others;

**Information/Communication**

- Creates digital and print materials for public outreach and communication related to planning projects;
- Writes memos, reports, and correspondence that present clear analysis of complex issues and are tailored to be understood by a variety of audiences;
- Assists with presentations (preparation and delivery) to groups of elected, appointed, volunteer and other people interested in community development initiatives;
- Responds to citizen and organization concerns or questions with direct answers or reference to an appropriate source;
- Maintains and expands personal knowledge of the planning and community development profession through professional growth programs, workshops, and other continuing education services;
- Establishes and maintains professional relationships with staff and others involved in planning projects;
- Attends occasional meetings and events beyond standard business hours.

**Department Support**

- Creates and maintains GIS databases and digital maps for use by planning staff;
- Provides support to commissions and committees staffed by the Community Development Division;
- Assists with preparation of communication materials related to public engagement, newsletters, annual reports, and other marketing activities for the Community Development Division;
- Assists with writing funding proposals to public and/or private programs that support community development projects.

**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, public administration or a 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**

- Must be familiar with and demonstrate the ability to apply sound planning principles and practice;
- Must be able to communicate effectively in writing, and orally;
- Must be able to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism;
- 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 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 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.