

CITY OF FORT WAYNE JOB POSTING

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

Job Vacancy:	Planner I-Neighborhood & Organization Engagement Specialist	Department:	Community Development
Requisition Number:	2022270		
Hours:	8:00 a.m. – 5:00 p.m., nights & weekends are required, hours will vary	Rate of Pay:	\$42,857.26 - \$52,381.09 Annually
Date Posted Up:	9/29/2022	Date Posted Down:	Until Filled
Time Up:	4:00 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, City Administration, and is a member of the Neighborhood Planning & Activation Workgroup, the incumbent engages neighborhood associations, business associations, emerging communities, community services organizations, and citizens. This position performs some liaison duties between external organizations and the City Government and will work closely with neighborhoods across the city and most importantly will work across departments housed both within Community Development, City Administration, 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 neighborhood 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 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, professionalism, and the following. Other duties may be assigned.

Community Engagement

- Assists in the creation, translation, and distribution of digital and print materials for public outreach; which could include illustrations, infographics, maps, and surveys that help communicate information with neighborhood associations, business associations, emerging communities, and external community services organizations;
- Assists in the creation and implementation of innovative programs which aim to strengthen relationships between neighborhood associations, business associations, emerging communities, community services organizations, and citizens;
- Assists in the 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;
- Attends neighborhood association meetings and provides summaries of meetings to appropriate City personnel. Also attends other meetings and special functions, which may include neighborhood walks, and participates in other events as needed;

- Disseminates information to and from the Public Information Office to neighborhood associations, business associations, emerging communities, and community services organizations;
- Drafts memos, and reports, and provides a correspondence between City departments and neighborhood associations, business associations, emerging communities, and external community services organizations 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;
- Receives concerns of neighborhood associations, business associations, emerging communities, and community services organizations via social media, phone, walk-in, mail, council members, other departments, City Administration, etc.;
- Serves as an advocate for neighborhood associations, business associations, emerging communities, and community services organizations as they work in partnership with City Government;
- Works closely with the City Administration to stay informed on legislative issues that may affect neighborhood associations, business associations, emerging communities, community services organizations, and citizens;

Grant Support and Administration

- Assists in the review of grant guidelines and assists neighborhoods in gathering required documentation for submission;
- Assists neighborhood associations with grant reporting deadlines, and ensures compliance;

Neighborhood Planning & Activation

- Assists others in the workgroup in off-site fieldwork which could require several hours in a neighborhood or partnership meeting;
- Assists the workgroup with startup and reactivation of neighborhood associations and business associations;
- Communicates with residents and property owners from neighborhood associations and business associations across the city, and schedules meetings of various sizes;
- Maintains neighborhood association, business association, emerging communities, and community services organizations databases;
- Provides support to other City planners in the development of plans and implementation of projects and programs related to neighborhood associations, business associations, emerging communities, and community services organizations.

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

The 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 a 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, economics, a foreign language, or related field and/or training; or equivalent combination of education and experience;
- One- or two years of 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 translate communications between the City and organizations into supportive languages, or coordinate external resources to complete the task as necessary;
- Ability to work independently and coordinate projects as necessary;
- Ability to establish and maintain effective working relationships with staff members throughout the City and the general public;
- Knowledge of or training in the use of computers and standard office equipment; including use of the 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 Services Organizations and occasionally deal 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

The incumbent is required to make recommendations to the supervisor in addition to making substantial contributions to the development of the department's goals and objectives. The incumbent makes contributions to non-routine decisions and recommendations involving neighborhood problems and related issues based on organization guidelines and policies. The incumbent must use their judgment in selecting the most pertinent guidelines, interpreting precedents, and 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 differences of opinion or controversy.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintains 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 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 essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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.