

PLANNING & COMMUNITY DEVELOPMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the formulation, coordination and direction of planning and community development activities for the City. The work is performed under general direction of the City Manager with wide leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of a small subordinate staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Determines feasibility and potential value of proposed planning and community development projects and makes decisions regarding priorities and the extent and scope of project studies;

Prepares comprehensive planning programs for various city functions and initiatives;

Assigns responsibility for individual projects to subordinate staff members, and reviews and approves final product;

Periodically evaluates effectiveness of projects under development and issues instructions governing their progress as needed;

Represents the City and maintains top level contact with governmental officials, representatives of industry and community leaders regarding planning and community development objectives;

Conducts research for planning regulations and policies including survey design, data collection and statistical analysis;

Prepares grant aid proposals and requests;

Speaks before community groups and other gatherings to further understanding of planning and economic development objectives;

Directs the preparation of publicity and news releases to acquaint the public with proposed and on-going planning and community development programs;

Works with representatives of business, lending organizations, developers, merchants and others to stimulate and guide planning and community development activities in the City;

Participates in professional organizations and meetings to extend knowledge of current developments in the field;

Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the purposes, principles, terminology and practices employed in municipal and community planning, and community development; thorough knowledge of preparation of complex detailed and master plans for community

PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR – (Con't).

TYPICAL WORK ACTIVITIES – (Con't).

development, land use and resource development; good knowledge of research, data collection and statistical analysis methods and techniques; good knowledge of zoning and subdivision practices; ability to plan and supervise the work of others; ability to make professional community and community development planning decisions; ability to speak before groups of people; ability to understand and deliver complex oral and written directions; maintain good working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) A Masters Degree in planning, architecture, landscape architecture, engineering, geography, environmental studies or related field and two years of experience in municipal, community or regional planning; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in planning, architecture, landscape architecture, engineering, geography, environmental studies or related field and three years of experience in municipal, community or regional planning; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.