

## **SENIOR PLANNER**

### **SUMMARY/PURPOSE**

Plan, develop, and administer rehabilitation and development projects or on-going programs in such fields as community and business development, housing, zoning and land use, preservation, comprehensive, and environmental planning.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Plan, develop, and administer programs and projects to address identified community and housing needs within the City of Duluth.
2. Solicit and respond to public inquiries and suggestions concerning community needs and issues.
3. Conduct research and studies; assemble, correlate, and analyze information regarding community needs and issues, including fair housing impediments and housing regulatory barriers.
4. Develop projects and programs, including financial resources, in order to fill identified community development and housing needs within the City of Duluth.
5. Solicit, award, and monitor proposals for projects and programs developed.
6. Arrange required financing for projects and programs through private and public means.
7. Prepare and/or present reports, proposals, requests, contracts, and recommendations.
8. Conduct public meetings and arrange or provide staff services for public boards, commissions, and committees.
9. Monitor project and/or program performance for compliance with contract provisions, regulations, and goals, both on-site and off-site.
10. Recommend and approve the expenditure of state or federal funds in accordance with approved contract provisions and regulatory guidelines for projects.
11. Prepare annual application for federal funding to support community development activities.
12. Assemble and analyze project data to report program performance to State and Federal funding agencies, including information on meeting federal standards including Women/Minority Owned Businesses, Section 504, Labor Standards and compliance with National Environmental Policy Act (NEPA).
13. Provide information upon request as appropriate to public agencies, boards, commissions, committees, and members of the public and public media.
14. Plan and coordinate public events such as workshops, forums, information sessions, and technical assistance sessions.
15. Assist in preparing and provide support to legislative initiatives to satisfy City development and housing goals.
16. Attend meetings and/or present in public on behalf of the City and Department, including meeting facilitation when assigned.
17. Respond to requests for information on assigned programs and projects.
18. Build and maintain positive relationships with diverse individuals and groups.
19. Assist citizens in preparing and presenting applications for City review.
20. Prepare annual performance report on federally funded activities for public review and comment.
21. Establish team priorities, assign work to personnel, collaborate with team members to ensure uniform service to residents, and coordinate schedules to facilitate timely completion of work and fulfillment of division goals and objectives.
22. Act as project lead for complex programs and development projects, including preliminary negotiation and overall project or program coordination, and in so doing, establishing professional relationships with developers, service professionals, and non-profit partners.
23. Actively participate in records management processes.
24. Assist in guiding the work of aides/interns assigned to researching and writing reports and proposals.
25. Provide job coaching and mentoring to planning interns, planning technicians, Planner I and Planner II.

26. In collaboration with the supervisor, organize and direct the work activities of assigned team, determine work priorities, assignments, and work schedules.
27. Provide input on decisions regarding the hiring and discipline of personnel.
28. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering their expertise to improve processes, systems, and the organization.
29. Other duties may be assigned.

#### JOB REQUIREMENTS

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, skills, and abilities required.

1. Education & Experience Requirements
  - A. Four-year Bachelor's degree in Business Administration, Planning, Urban Development, Social Science, or other research-based field; and five (5) years' full-time equivalent experience in the Essential Duties and Responsibilities listed. A Master's degree in a related field may be substituted for two (2) years of experience.
2. Knowledge Requirements
  - A. Knowledge of the principles and procedures used in rehabilitation and development planning in such fields as community development, including areas such as housing and zoning; or business development, including areas such as zoning and land use, preservation, comprehensive, and environmental planning, depending on the needs of the hiring division.
  - B. Knowledge of Federal and State legislation and programs related to rehabilitation and development planning in community or business development, depending on the needs of the hiring division.
  - C. Knowledge of math.
  - D. Basic knowledge of statistics and analysis.
  - E. Basic knowledge of legal principles.
  - F. Basic knowledge of budgeting.
  - G. Basic knowledge of finance and accounting.
  - H. Basic knowledge of public administration.
  - I. Knowledge of grant writing methodology.
  - J. Basic understanding of public process and grant review procedures.
  - K. Knowledge of effective leadership and personnel practices.
3. Skill Requirements
  - A. Skill in communication.
  - B. Skill in public presentation.
  - C. Skill at negotiating.
  - D. Skill in handling public and media relations.
  - E. Some skill in graphics/design work.
  - F. Skill in grant writing and securing funds.
4. Ability Requirements
  - A. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees in conjunction with the supervisor.
  - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - C. Ability to maintain confidential information.
  - D. Ability to use good judgment in decision-making.

- E. Exhibit leadership qualities of dependability and accountability.
  - F. Ability to analyze and solve problems.
  - G. Ability to design and prepare graphic presentations.
  - H. Ability to read and understand technical and legal documents.
  - I. Ability to use a computer and associated applications software including word processing, desktop publishing, presentation, database, and spreadsheet.
5. Physical Ability Requirements
- A. Ability to transport (usually by lifting and carrying) materials and equipment weighing up to 25 pounds per load for presentation at public meetings.
  - B. Ability to transport oneself to, from, and around sites of projects and programs, and sites of public meetings.
  - C. Ability to attend work on a regular basis.

HR:	HD	Union: Basic	EEOC: Professionals	CSB:	Class No: 3204
WC:	9410	Pay: 136	EEOF: C.D.	CC:	Resolution: