TEMPORARY COMMUNITY PLANNER I

This position is a technical position in the Planning & Development Department responsible for direct management of the City’s Federal Community Development Block Grant (CDBG), Revenue Sharing programs, some development and implementation of the City’s Comprehensive Plan, some economic development initiatives, and other programs as needed. The ideal candidate shall have a bachelor’s degree in Planning, Land Use, Public Administration or a related field and experience with municipal codes. A master’s degree in related field and/or experience with grants administration a plus. High-quality interpersonal communication skills desired to interface with internal departments, external organizations and the public. This is a temporary full-time position with a starting annual salary of $49,486 plus paid vacation and City holidays as well as excellent fringe benefits.

This is a temporary position for eighteen (18) months from the date of hire unless refunded by City Council.

Interested individuals can review a full job description online and need to complete an application at www.newarkde.gov/jobs by 4:00 p.m. Friday, July 8, 2022. EOE.

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<th>Job Title:</th>
<th>Planner I - Community Planner</th>
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<tbody>
<tr>
<td>Employee Classification:</td>
<td>Temporary Full-Time</td>
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<td>Emergency Status:</td>
<td>Non-Essential</td>
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<td>Department:</td>
<td>Planning</td>
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<td>Development</td>
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<td>Salary Grade:</td>
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**Nature of Work**

This is an entry level technical position in the Planning and Development Department responsible for performing professional field and office work pertaining to the community development related needs of the City. This position receives close supervision and performs duties in accordance with narrow prescribed procedures and policies. An employee in this position shall have some knowledge of the principals and practices of planning, land use, transportation, economic and/or social elements of planning. The work includes: assist the Planner II to administer the Community Development Block Grant Program including the COVID-19 related funding and the revenue sharing program; assist with the management of the Unicity bus system; assist with the development and implementation of the Comprehensive Plan and long range planning; and liaison with The Newark Partnership in economic development and Main Street activities.

**Illustrative Examples of Work**

1. Assist in the administration of the Community Development Block grant program including the COVID-19 related funding.
2. Assist in the administration of the revenue sharing program.
3. Assist in the management of the Unicity program.
4. Assist with the development and implementation of the Comprehensive Plan and long-range planning.
5. Liaison with the Newark Partnership in economic development and Main Street activities.
6. Respond to inquiries from the public on community planning and land use related matters for compliance with City ordinances, State, and Federal regulations and department specifications.
9. Preparation of verbal and written reports and summaries of programs and projects.
10. Analyzes data and assists in the preparation of programs within the department.
11. Prepares promotional and informational materials as directed.
13. Attend regular public meetings including night meetings.
14. Perform other related work as required.

**Employment Standards**

**Experience:**

1. The ability to read and comprehend planning and zoning documents, ordinances and requirements.
2. Analytical ability to review City Zoning Code and perform calculations and/or interpretations for compliance. Previous zoning experience a plus.
3. Ability to independently receive a task and see to completion.
4. Ability to learn software applications and derive information and reports.
5. The ability to understand and follow difficult verbal and written instructions.
6. The ability to communicate City zoning and Federal and City grant requirements to the general public.
7. The ability to communicate effectively, both orally and in writing.
8. Tact, courtesy, integrity and dependability.
9. Ability to attend and participate in public meetings, and make presentations, as required.
10. Ability to keep informed of current developments, new legislation, recent court decisions, administrative decisions, professional trends and technological advancements in areas of focus.
11. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards.

Education and Certification:

1. Bachelor’s degree from an accredited four-year college or university with course work in planning, architecture, geography; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Essential Job Standards

1. Ability to sit, stand and kneel for an extended period of time in an administrative environment.
2. Ability to walk and navigate uneven surfaces in the field to supervise direct reports.
3. Ability to lift and carry related materials/parts of at least 25 pounds while utilizing proper safety measures.
4. Lift materials, as needed, overhead to complete job tasks.
5. Ability to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting.

Approved By:

__________________________________________  ____________________________
City Manager                                              Date