

NEIGHBORHOOD PLANNING COORDINATOR

NATURE OF WORK

Professional and supervisory planning work in the administration of the City's neighborhood planning program.

CLASSIFICATION STANDARDS

The single position allocated to this classification reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of managerial responsibility and from lower classes by its emphasis on supervisory duties and its emphasis on independent judgement and ingenuity in and executing neighborhood planning work.

EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and oversees work of the Neighborhood and Historic Preservation Planning program

Supervises and conducts background research, surveys, and interviews on neighborhood issues, land use and zoning and prepares related reports. Maintains appropriate records.

Supervises, plans and coordinates work of subordinates.

Drafts Neighborhood Action Plans in coordination with neighborhood groups.

Performs complex land use, zoning, and neighborhood planning studies.

Make presentations and recommendations to neighborhood groups, advisory boards and City Commission based on results of completed studies and sound planning practices.

Reviews and takes appropriate action on field reports related to planning.

Interprets land development code and related regulations.

Facilitate neighborhood group meeting and provide team leadership in an urban planning environment

Ability to communicate effectively and clearly, orally, in writing and graphically, and to prepare succinct, coherent and technically accurate reports and analyses.

Ability to establish and maintain effective working relationships within the neighborhoods, with other city department employees, as well as members of community based groups.

Attend after hours and weekend meetings.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Serve as the neighborhood information resource liaison.

Confers with the public on zoning and planning matters.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in urban planning or related field, and completion of a Master's degree in planning from a program accredited by the American Planning Association, and three years experience in urban planning, neighborhood revitalization, or any equivalent combination of education and experience related to neighborhood redevelopment and preservation.

LICENSES/CERTIFICATES

None.

NOTES

Will be required to attend meetings outside of normal business hours.

SELECTION FACTORS

Thorough knowledge of principles and practices of public planning.

Thorough knowledge of planning principles and practices as applied to the collection of community planning data and to the preparation of planning reports and studies in both graphic and written form.

Knowledge of urban design, neighborhood planning and comprehensive planning as applied to public planning.

Knowledge of laws and regulations relating to planning.

Knowledge of zoning, subdivision regulations, and other development ordinances.

Ability to plan, schedule, organize, supervise, and counsel subordinates effectively.

Ability to carry out complex planning studies and analyzes information and make substantive recommendations based on such studies.

Ability to communicate effectively, both orally and in writing.

Ability to work effectively with elected officials, charter officers, department heads, and representatives of other agencies, other city employees, and diverse neighborhood groups.

Human Resources Department: Signed original on file in Human Resources / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 6/25/2002.