

**CITY OF HAMILTON
POSITION DESCRIPTION**

Position: City Planner / Grant Administrator

Department: Planning

Class: Exempt/ Non-Union

Date: April 2, 2019

SUMMARY: Performs professional level duties in the general administration of community planning and development activities. Develops and administers grant programs and related contracts in assigned areas for the City.

EXAMPLES OF ESSENTIAL DUTIES: (The following are intended to illustrate typical duties; they are not meant to be all inclusive or restrictive.)

1. Serves as a technical resource to provide information and advice to elected officials, City staff, other professionals, and the public on community planning and development.
2. Reviews, evaluates and interprets rules, regulations, policies, studies and plans related to community planning and development. Recommends revisions to the Mayor and governing authorities.
3. Prepares policies, programs, regulations, resolutions and plans for review and approval by appropriate governing authorities.
4. Works with assigned staff, including training, allocating tasks, and participating in hiring and termination decisions as requested.
5. Represents City as a professional in selected areas of community planning and development, including attending meetings, participation in community task forces, and making oral or written presentations. May be required to testify in court or administrative proceedings as a lay or expert witness on behalf of the City.
6. Conducts field investigations and research to compile data for community planning and development.
7. Coordinates with City staff assigned to specific projects; directs planning project completion, develops project narratives, maps, exhibits and other supporting information.
8. Maintains a current level of knowledge of local, State and Federal legislation and regulation regarding community planning and development.
9. Participates in development of strategic plans and priority work schedules for City community planning and development projects. Prepares needs assessments and analyses as needed, assists in the development of program and policy recommendations for the City's consideration.
10. Assists the Mayor with the development and monitoring of the Planning Department budget.
11. Develops resource materials and conducts training on community planning and development issues for City staff, other professionals, local elected officials, governing and advisory boards and the public.
12. Researches grant opportunities, solicits proposals, and prepares and submits grant applications. Prepares forms and budgets, performs financial analysis for matching fund requirements, reviews, prepares and implements necessary documents for grant application and grant awards

13. Administers grants received by the City in areas of community planning and development. Assists local government and coordinates with non-profit organizations for grants within the City's mission.
14. Establishes and maintains accurate records for grant reporting; prepares periodic financial and performance reports for grant compliance; ensures compliance with all applicable rules and regulations; and monitors project/program progress.
15. Coordinates and manages planning consultant contracts, as assigned by the Mayor.
16. Acts as the local government liaison to other agencies, grantees, contract holders, and the public. Represents the City in the areas of community planning and development.
17. Schedules and facilitates public meetings and hearings for the collaboration of a variety of interests. May be assigned to work on complex or controversial community issues.
18. Participates in public meeting, hearings, and planning groups in order to examine issues, develop programs and implement services.
19. Ensures the maintenance of accurate and complete records of Planning Department activities according to State and local record retention laws and policies. Coordinates with other City departments to ensure appropriate public record dissemination.
20. Performs related work as required or directed.

SUPERVISION RECEIVED: Works under the general direction of the Mayor.

SUPERVISION EXERCISED: There is no subordinate staff directly assigned to the Planning Department. The Planner works collaboratively with all City departments as necessary to implement community planning and development programs and projects. The Planner may provide lead direction to Public Works staff as a team leader on a project specific basis. Provides direction to other staff, volunteers, and student interns as assigned.

WORKING RELATIONSHIPS: Has numerous contacts with personnel at all levels, including elected officials, City staff, interagency committees and work groups, professionals in the public and private sectors, citizen groups, and the general public. Involves group interactions on specialized matters for the purpose of planning, coordinating, and advising on work efforts. Involves active participation in public meetings and hearings, conferences and meetings of considerable complexity and importance.

PHYSICAL/ENVIRONMENTAL DEMANDS: The work is primarily performed in an office setting during regular City business hours. The work requires the ability to walk over rough, uneven terrain and travel to remote work sites and meetings. Work schedule may be flexible, with some meetings before and after normal work hours.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Extensive knowledge of the principles and best practices of community planning and development. Extensive knowledge and expertise in land use issues of primary importance to the public living in the City of Hamilton and surrounding areas. Thorough knowledge of laws, rules and regulations related to community planning and development, including subdivisions and annexations, and of current trends and issues related to community planning and natural resource management. Proficiency in the principles of interpersonal communication. Some knowledge of local government structures and personnel supervision.

Thorough knowledge of standard grant procedures including proposal development and preparation, manual and electronic submission, grant administration, and financial reporting. Thorough knowledge of program planning and administration, budget preparation, and fiscal accountability practices. Thorough knowledge of technical writing and project management, as well as English grammar, spelling, and punctuation. Thorough knowledge of public records management.

Skills: Skill in the use of computer technologies, including word-processing, spreadsheet, and data base software as well as geographical information systems software. Skill in the use of standard office equipment.

Abilities: Ability to conduct research and write and read technical reports. Ability to effectively communicate with a wide variety of people in public settings. Ability to work under pressure and maintain calm in dealing with the public. Ability to communicate in the English language, orally and in writing. Ability to establish and maintain effective working relationships with diverse individuals and groups.

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, or a closely related field; preferred applicants will have prior experience in municipal planning. Equivalent combination of education and experience may be considered.

EXPERIENCE: Requires six years of planning experience. A strong candidate may possess American Institute of Certified Planners (AICP) or other relevant professional certifications.

SPECIAL REQUIREMENTS: Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT: Personal computer, mouse, email, word processing, calendaring, and software programs common to City departments; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

PHYSICAL DEMANDS: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

REASONABLE ACCOMMODATION: 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 the essential functions.