

CITY OF OMAHA PART-TIME/SEASONAL JOB DESCRIPTION

No. 9431

CITY PLANNER/DEVELOPER

NATURE OF WORK

This is advanced technical and professional planning and community development work involving the responsibility for formulating, modifying, and administering a Planning Department project or a portion of the City Master Plan. It may also involve significant participation in technical aspects of planning programs. It involves preparing materials, reports, research, housing studies, and the relocation of displaced individuals, families, and commercial businesses. An incumbent in this classification exercises considerable independence in the performance of duties, may oversee the work of a number of subordinates, and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Establishes goals, policies, and time frames in developing elements of the Citywide Master Plan.

Supervises subordinates in the completion and filing of reports and other planning documents.

Designs and coordinates the implementation of special projects such as the Housing Assistance Plan to ensure continued Community Development Block Grant funding.

Manages the daily work of assigned boards, such as answering correspondence and processing applicants' requests who wish to have cases heard by the boards.

Reviews plans for construction of commercial, industrial, and multi-family buildings, ensuring that the proposed structures comply with zoning and other planning codes.

Collects, analyzes, and monitors economic, fiscal, and demographic data, and compiles reports that form the basis for City planning policy.

Oversees the collection of census documents and the updating of census data, participates in the Metropolitan Statistical Area census program, and provides census data and other planning information for interested groups and individuals.

Develops annexation packages and, through the Urban Development Policy Evaluation, monitors the growth of the City.

Receives zoning requests, inspects properties, and reports to the Zoning Board as to the validity of the requests.

Reviews applications for leases for code compliance, safety, and aesthetics.

Plans, assigns, oversees, and reviews subordinates' activities such as the conduct of surveys and the cost analyses, the writing of grant funded new loan programs, posting of notices, timely preparation of contracts, loan underwriting, compiling reports to federal agencies and other documentation, the administration of federally funded programs, and the monitoring of the work and pay practices of contractors.

Supervises the administration of neighborhood and community development programs intended to provide housing, funding for housing, housing rehabilitation, and for neighborhood development projects; the monitoring of funded projects to ensure that federal wage guidelines are adhered to; and the relocation of individuals and businesses after the City has acquired their properties.

Performs housing studies, coordinates with appraisers to determine fair market value of properties, prepares needed documents, and negotiates their purchase to vacate them in preparation for development.

Reviews grant applications and construction proposals, amending them when necessary for City Council approval.

Coordinates with members of other departments such as those of the Law Department in eminent domain proceedings, with outside agencies such as federal housing agencies to ensure continued eligibility for federal funding, and with neighborhood groups to explain projects and to answer questions.

Supervises the management of vacated properties, ensuring that they are secured, that trash is hauled away, lawns are mowed, utilities are processed, homes are winterized, sites are graded, and that soil is tested.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles, practices, and techniques of city planning and planning research, and of the municipal agencies and legal procedures involved in urban planning.

Knowledge of the legislation underlying master plans, zoning, and subdivision ordinances.

Knowledge of the principles of research, analysis, and the methods of preparing and presenting technical data.

Knowledge of the policies and practices of real estate and of business and industrial relocation as prescribed by federal and local guidelines.

Knowledge of federal and local guidelines regarding community and economic development.

Ability to formulate effective plans for urban development and redevelopment, and to establish goals, policies, and deadlines for their implementation.

Ability to prepare and present statistical and technical data and to compile reports of the progress of programs and projects.

Ability to interpret and communicate planning programs to interested groups and to the general public.

Ability to plan, schedule, oversee, and evaluate the work of a number of subordinates.

Ability to coordinate or supervise the research and analysis of planning data, the preparation of detailed physical plans, and the implementation of projects.

Ability to understand written or oral instructions.

Ability to reach, walk, or sit from 51 to 75% of the time, to stand from 26 to 50% of the time, and to climb, balance, bend, stoop, squat, kneel, crouch, push, pull, lift, and type up to 25% of the time.

Ability to sit for extended periods, to use up to ten (10) pounds of force to move objects up to 33% of the time, and to use lesser amounts of force to move objects from 34 to 100% of the time.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor's degree in Business, Economics, Sociology, Urban Studies, Community or Regional Planning, Real Estate, Architecture, Landscape Architecture, Planning Research Methods, or a related field

AND

One year of experience in finance, real estate, an economic or community development field, experience in acting as a liaison with subdivision developers, contractors, or civic groups to explain proposals or programs, assisting in the preparation and design of specific plans for municipal and private development, conducting surveys, compiling and analyzing statistical data, and writing major planning documents

OR

Any equivalent combination of training and experience.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to sites throughout the City during the course of the work day.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal levels of dust, odors, noise, and fumes; however, at times an incumbent may be required to work outdoors in all weather conditions, near moving mechanical equipment, in conditions of above normal levels of dust, odors, noise, and fumes.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer
Copier
Calculator
Telephone