



CITY OF DOVER, NEW HAMPSHIRE
Supplemental Position Description

<p>Position: Community Development Planner</p> <p>Classification-Series: City Planner</p> <p>Occupational Grouping: Professional & Managerial Services</p> <p>Organizational Unit: Planning and Community Development Department</p>	<p>Position Control No: XX-XX-XX-XX</p> <p>FLSA Status: Exempt, Regular FT 40 hrs/wk</p> <p>Union - Grade: DMEA – Grade 27</p> <p>Primary Job Location: City Hall, 288 Central Avenue</p>
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JOB SUMMARY: Performs routine and complex technical and professional work administering the City’s Community Development, Redevelopment and Economic Loan programs, and oversees the City’s long range planning and programs related to the development and implementation of land use, environmental and transportation plans and policies. The work includes project planning and packaging of funding from various sources, coordination efforts of the city and other public agencies with private developers and citizen participation and being responsible for implementing community development and housing assistance goals of the City. Assists the Director of Planning and Community Development (Director) in providing technical and staff assistance to the Planning Board, and City Council and the public.

ACCOUNTABILITY: Works under the general supervision of the Director. Performs many duties independently using own technical judgment. Refers to the Director concerning any major policy and priority factors.

SUPERVISION EXERCISED: Provides coordination and supervision to other profession and clerical staff, and as needed, college student intern projects when applicable.

TYPICAL EQUIPMENT USED: Computer; telephone; calculator; typewriter; copy and facsimile machines; measuring instruments and devises; microfilm/fiche readers; motor vehicles.

TYPICAL WORK ENVIRONMENT: Inside: 90% Outside: 10%

DUTIES AND RESPONSIBILITIES (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Administers the City’s Federal Community Development Block Grant Program, including oversight and coordination of the annual application process, responsibility for compliance with federal regulations, specifically environmental review(s) and project implementation.
2. Prepares applications for infrastructure, community development, transportation, and recreation and other federal grants and contracts. Administers those grant programs relating to community development and economic loan programs, including financial management of the CDBG program.
3. Encourages developers, businesses, and property owners to participate in ongoing and proposed development and reconstruction projects.
4. Interprets HUD regulations for City officials.
5. Oversees the update and implementation of the City’s Consolidated and Annual Plans, and development of the annual performance reports.
6. Assist in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, solid waste or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.

7. Evaluate land use proposals for conformity to state or federal laws, and established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.
8. Assist the Director with the core functions of the Department.
9. Gather and assess technical data and information to maintain the City's planning and community development goals and programs.
10. Prepare a variety of studies, reports and related information for decision-making purposes.
11. Monitor other governmental plans and actions affecting transportation operations; serve as a member of regional or inter-governmental planning groups or advisory committees.
12. Provide staff support to the Planning Board and other city boards, as needed and assigned.
13. Assist in designs for parks, streetscapes, landscapes and other municipal projects as assigned.
14. Respond to local citizens inquiring about city planning and zoning regulations and ordinances and provides technical assistance and information to developers and land owners.
15. Maintains all necessary records for day-to-day activities and permanent file.
16. Assists in developing long-range strategic plans, including the Capital Improvements Program.
17. Attends Planning Board and City Council, and other board/committee meetings as necessary.
18. Oversees the review and updating the City's master plan.
19. Make recommendations jointly with the Director to amend Ordinances.
20. Performs field inspections on projects and programs associated with planning and community development.
21. Compiles statistics, maintains records and prepares reports related to financial, personnel and/or operational data.
22. Coordinates activities with other employees, departments, public agencies and private developers.
23. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
24. Maintains familiarity with and executes safe work procedures associated with assigned work.
25. Performs other related duties as required.

TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:

<p>LIFT: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required.</p> <p>CARRY: -up to 10 lbs.: Frequently required. -11 to 25 lbs.: Occasionally required. -26 to 50 lbs.: Rarely required. -over 50 lbs.: Not required.</p> <p>REACH: -above shoulder height: Occasionally required. -at shoulder height: Occasionally required. -below shoulder height: Occasionally required.</p>	<p>PUSH/PULL: Occasionally required. TWISTING: Occasionally required. BENDING: Occasionally required. CRAWLING: Not required. SQUATTING: Rarely required. KNEELING: Not required. CROUCHING: Rarely required. CLIMBING: Rarely required. BALANCING: Not required. GRASPING: Frequently required. HANDLING: Frequently required. TORQUING: Frequently required. FINGERING: Frequently required.</p>
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DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:

<p>CONSECUTIVE HOURS: Sit: 2 hours Stand: 1 hour Walk: 1 hour</p>	<p>TOTAL HOURS: Sit: 5 hours Stand: 2 hour Walk: 1 hour</p>
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COGNITIVE AND SENSORY REQUIREMENTS:

TALKING: Necessary for communicating with others
HEARING: Necessary for receiving instructions and information.
SIGHT: Necessary for performing job effectively.
TASTING & SMELLING: Not required.

TYPICAL WORK SURFACE(S): Standard office desk and chair; tables; computer work stations; customer service counter; tile and carpet floors; rough, wet and slippery terrain.

TYPICAL CONTROLS & EQUIPMENT: Computer; telephone; calculator; copy and facsimile machines; measuring and surveying instruments and devices; microfilm/fiche readers; motor vehicles, plotters.

SUMMARY OF OCCUPATIONAL EXPOSURES: Aerosol sprays; copy and printer toner; cleaning compounds and fluids.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS: Considerable knowledge of principles, and practices of city planning; knowledge of state laws and city ordinances pertaining to city and regional planning, zoning, community development and redevelopment; budgeting, program direction, public and private funds packaging, and knowledge of federal grant programs; the ability to work with the public, public agencies, and developers in an effective manner using diplomacy and tact; ability to develop and implement goals for community development; prepare comprehensive research studies and technical reports; the ability to maintain an effective working relationship with officials and staff and the public; ability to speak and write effectively.

EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS: Minimum qualifications include Master's Degree in rural or urban planning, or related field. A minimum of four years experience in community or regional planning, OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input checked="" type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

OTHER CONSIDERATIONS AND REQUIREMENTS: The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations.

Classification Established: 08/01/85
Job Description Developed: 06/01/94
Revised: 05/12/15