CIVIL SERVICE JOB POSTING

Title of Position: PRINCIPAL PLANNER - NEIGHBORHOOD PLANNING (Provisional)

Division: Executive

Number of Vacancies: One (1)

Salary Range: $68,017 - $79,806

DISTINGUISHING FEATURES OF THE CLASS

The Principal Planner - Neighborhood Planning will lead division staff who promote development of vital neighborhoods and places with a strong sense of community. The incumbent will coordinate planning services and activities for place-based and neighborhood planning and facilitate inter-agency coordination among City departments and quasi-public agencies and will work closely with place based organizations. The incumbent will work closely with staff to encourage ongoing community engagement, development of neighborhood and place-based planning visions, implementation of plans, coordination of resource allocation, and oversee staff reports for proposed development.

The incumbent assists the Director of Planning in the development of the Comprehensive Plan and to develop and administer regulatory procedures derived from the Comprehensive Plan. The incumbent must be familiar with planning principles and methodology, including the budgetary process and preparation of short and long range planning studies and the updating of the Comprehensive Plan. The Principal Planner has wide latitude for independent analysis and decision-making. Supervises the work of a technical staff, contributes to the development and execution of division goals, budgets, and operations, providing neighborhood planning subject matter expertise. The position reports to the Director of Planning.

TYPICAL WORK ACTIVITIES

Builds capacity for neighborhood and community leadership by sharing information about City programs, projects, and processes and facilitating community-based and place-based plans with deep local participation;

Designs and leads community engagement processes that facilitate the development of citywide, neighborhood level, and place-based (centers, corridors, etc) visions;

In coordination with the division leadership team, develops a strategy for the development of neighborhood based plans, corridor plans, small area plans and other specific deliverables for neighborhood planners;
Gathers diverse perspectives and brokers innovative and workable solutions to neighborhood and place-based development across economic and spatial contexts;

Examines and incorporates national best practices into their work;

Facilitates the implementation of innovative programs for community leadership and engagement;

Participates in the selection and professional development of staff including Planners and Senior Planners;

Models outstanding customer service;

Develops and manages staff to achieve Division results;

Has formal supervisory authority over neighborhood planning staff including discipline, performance management, scheduling, training, etc;

Coordinates and produces citywide and neighborhood-level outputs for various plans; and

Performs other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Knowledge of urban planning, zoning and development principles;
Knowledge of innovative zoning and neighborhood development practices;
Knowledge of real estate and construction trends and related technology innovations;
Knowledge of application of zoning practices and related laws, regulations and codes;
Knowledge of application of community engagement techniques;
Ability to manage complex projects and lead a team to achieve results;
Ability to manage change, knowledge of process improvement;
Knowledge of relevant computer software;
Strong verbal, written and presentation skills;
Ability to work collaboratively to arrive at constructive solutions;
Ability to manage stakeholders, City employees, architects, developers, citizens, other organizations with interest in neighborhood development; and
Mentors junior staff and contributes to positive professional development for others within the divisions.

**MINIMUM QUALIFICATIONS**

Master’s Degree from an accredited college or university in urban planning, architecture, engineering, public administration, landscape architecture or related field and five years of full-time responsible experience in urban planning or land use controls administration, two years of which must have been in a supervisory capacity;

Or

Bachelor’s Degree from an accredited college or university in Urban Planning, Urban Design, public administration or administration Landscape Architecture or Architecture or related field and eight years of full-time responsible experience in urban planning or land use controls administration, two years of which must have been in a supervisory capacity.
All applicants must submit their resumes and specifically detail all experience in writing. All resumes should be submitted by close of business (4:30 pm), Monday, December 21, 2020 to: nmarrero@city-buffalo.com (preferred) or via mail to

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