Title: Planner

Salary: $45,000 - $59,000 annually, commensurate with experience

Location: The City of Rome

Type of Employment: Full-Time

Issue Date: 12/1/2020

Application Due Date: 1/8/2021

Residency Requirement: None, but encouraged

The City of Rome is currently seeking a qualified candidate to fill a full-time Planner position within the Department of Community and Economic Development. The position responsibilities would include administration of the Rome Planning Board, oversight of some implementation projects from the Rome Brownfield Opportunity Areas (BOA) Revitalization Strategies, and assistance with other planning initiatives (greenways, complete streets, etc.). The position also has responsibility of some grant writing required to progress planning and implementation initiatives such as through NYS Homes and Community Renewal and the Consolidated Funding Application. The successful candidate will also serve as a local representative on the Metropolitan Planning Organization (MPO) committee. Knowledge of New York State planning-related laws, SEQR regulations, and local government processes are preferred. Strong computer skills with Microsoft Office, Adobe Acrobat, ArcGIS, and Adobe Creative Cloud also preferred.

This is a full-time, salaried professional position with excellent benefits (health, dental, and participation in the NY State & Local Retirement System). The selected candidate will hold a provisional appointment subject to a civil service exam, and is subject to all New York State and Local laws and rules regarding permanent appointment.

The City of Rome has been focusing on sustainable development and community redevelopment initiatives within its urban area that have included several BOAs, a Downtown Revitalization Initiative, Canal waterfront revitalization, brownfield remediation, multiuse trail development, historic preservation, and public placemaking. The Planner will be utilizing all their skills in assisting senior staff and inter-related departments with progressing the community forward with both small and large scale planning and implementation projects. The candidate should demonstrate strong self-motivation and the desire to progress the initiatives, especially while remote working opportunities are available during the COVID-19 period. For information on recent planning initiatives please visit www.romerises.com

Interested candidates should send a resume and cover letter to Mr. Matthew Andrews, Deputy Director of CED, at mandrews@romecitygov.com by January 8, 2021.

DISTINGUISHING FEATURES OF THE CLASS:

This is the beginning level of professional planning work involving responsibility to perform limited office and field assignments in connection with municipal, regional or community planning projects. Within this job concept however, assignments increase in complexity and responsibility as incumbents increase in professional competence. The work is performed under general supervision of a higher-level planner or other supervisor with limited leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical, drafting and other non-professional personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Intakes applications for Planning Board Review and reviews application for compliance with local zoning regulation.
- Creates and maintains meeting agendas, and public hearing/legal notices for the Planning Board.
• Creates and maintains meeting minutes, and drafts decision letters for the Planning Board
• Collects data and participates in studies involving research, investigation and analysis of sociological, economic and environmental factors related to municipal, regional and community planning;
• Collects, analyses and tabulates data on census statistics for use in population, housing, community development and land use reports;
• Assists in studies relating to open space, parking, community development, urban renewal, traffic and other facilities for municipalities and other subdivisions of government;
• Prepares charts, drafts, working drawings, designs, layouts to scale and other graphic materials to aid in the planning function;
• Monitors development of State and Federal funding as an aid in preparation of grant applications;
• Obtains and collates statistical data relative to capital improvement programs concerning such subjects as tax base, elements of municipal indebtedness and sources of revenue;
• Participates in meetings with civic and business leaders, neighborhood groups and planning committees to determine regional and community planning needs;
• Prepares preliminary data in support of grant applications including demographic and environmental review;
• Reviews and critiques requests for land use changes;
• Attends neighborhood, community development and metropolitan planning organization meetings;
• May address civic leaders and citizen groups relative to planning projects or proposals and answers questions on progress and related zoning matters.
• Utilizes Geographic Information Systems to maintain and update maps such as zoning, land use, transportation networks, etc…
• Utilizes digital media to create visual simulations or other graphic elements useful in community planning.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
• Working knowledge of the purposes, principles, terminology and practices employed in municipal planning;
• Working knowledge of the sociological, economic, environmental, engineering, design and research factors and problems involved in community planning;
• Working knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning;
• Working knowledge of current accepted methods for collection, analysis and interpretation of statistical data for planning purposes;
• Working knowledge of basic research methods and techniques used in municipal planning;
• Ability to understand complex oral or written directions;
• Ability to conduct field studies and research projects in development of community planning projects;
• Ability to get along well with others;
• Working knowledge of computer programs such as Microsoft Office Suite, ESRI ArcGIS, Adobe Acrobat,
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
(A) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor’s Degree in Planning, Architecture, Landscape Architecture, Urban Geography, Economics, Engineering or a field related to planning; OR

(B) Possession of a Bachelor’s Degree in Sociology, Economics, Government, Public Administration, Statistics or related field from a regionally accredited or New York State registered college or university and one (1) year of experience in the planning field or a field related to planning; OR

(C) An equivalent combination of experience and training outlined by the limits of (A) and (B) above.