

## **COMMUNITY DEVELOPMENT STAFF PLANNER**

### **Job Summary**

Responsible for technical assistance to Historical Commission; undertaking and managing historic preservation initiatives, studies, and projects; implementing Community Development Block Grant (CDBG) neighborhood improvement projects; preparing grant applications; and managing construction projects. This is a part-time position, 20 hours per week with benefits.

### **Supervision Received**

Works under broad supervision of the Director of Planning & Community Development. Performs duties independently under policies established by the Director.

### **Major Duties**

- ❑ Provide technical assistance to the Historical Commission, attend twice-monthly night meetings, provide application guidance to property owners, and prepare meeting notices, agendas, written decisions, minutes and annual reports.
- ❑ Undertake historic preservation initiatives, studies, and projects
- ❑ Implement CDBG neighborhood improvement projects
- ❑ Prepare grant applications.
- ❑ Manage all aspects of various public construction projects from the planning phase through design, construction, and completion. Includes selection of designers and engineers, review of design and engineering specifications and public bid documents, ensuring compliance with State regulations and laws, undertaking public notification procedures, approving expenditures, monitoring project status, and preparing any required closeout reports.
- ❑ Work with residents and neighborhood groups
- ❑ Manage planning projects.
- ❑ Represent the City at public and neighborhood meetings.
- ❑ Undertake other duties as assigned.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

- ❑ Ideal candidate will have experience and/or training in historic preservation, CDBG experience, strong written and verbal communication skills; and knowledge of urban planning principles and practices.
- ❑ Preference given to individuals with 2 or more years' professional work experience and a master's degree in planning, urban policy, or historic preservation.
- ❑ AICP preferred.

#### **Knowledge, Abilities and Skills**

- ❑ Excellent written and verbal communication skills
- ❑ Computer skills

- ❑ Interpersonal skills
- ❑ Knowledge of urban planning principles and practices
- ❑ Ability to coordinate municipal planning and community development projects
- ❑ Working knowledge of Community Development Block Grant Program or other State funded programs
- ❑ Ability to read and interpret plans and specifications.
- ❑ Bilingual ability a plus.
- ❑ Drivers license and reliable vehicle to get to and from project sites within the City and the Commonwealth at various times during the workday.

### **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, and depth perception. The noise level in the work environment is usually moderate. However, noise level may increase during outside site visits. While performing the duties of this job, the employee is frequently required to communicate verbally. The employee will be required to perform site visits or research in the field. The employee will have to drive to project sites within the City. Occasional evening meetings may be required.

### **Work Environment**

Some work is performed under typical office conditions. Some work is performed in the field.

Work schedule is largely during business hours, but also includes evening meetings, and possibly an occasional weekend meeting. Attendance at relevant training sessions is expected.

Interested individuals are encouraged to apply via [jobs@salem.com](mailto:jobs@salem.com). Position will remain open until a qualified applicant is chosen.

City of Salem  
Human Resources  
120 Washington Street  
Salem, MA

DATED:                      October 26, 2015