

**MAJOR FUNCTION**

This is professional planning work in community redevelopment and economic development and conducting the related research, analysis and staff work associated with specific land use, business and economic development activities in the Community Redevelopment Agency (CRA). An employee in a position allocated to this class receives direction from a higher level professional or manager in the division to which the position is assigned, but works independently and exercises considerable judgment in technical planning and development matters.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Takes the lead in executing the planning and economic development tasks associated with specific projects. Participates in the efforts of agencies and departments concerned with planning, economic development and funding activities for specific projects. Develops and administers multiple CRA programs that implement the goals of the CRA Redevelopment Plans programs, such as the Event Grant Program, and the Façade Improvement Program. Develops, reviews, and tracks budgets applications and projects tied to such programs. Provides staff support for multiple appointed committees involved in economic development activities, such as the Frenchtown Southside Citizens Committee, and the Downtown Review Committee. Collects, compiles and analyses data; and writes reports, including recommendations that result in improved service delivery. Develops, implements and manages projects, programs, and activities formulated as a result of policy direction and research activities. Assists the public, committee members, and other departments on matters concerning CRA activity and economic development, as applicable. Reports to superior on the progress of work, and makes adjustments as necessary in work schedules. Performs related work as required. Assists Program Director on matters that pertain CRA based programs and projects, as assigned. Develops budget, screening/review criteria, disseminates information, reviews applications and monitors project installation for Façade Improvement and Landscape Enhancement Programs. Reviews development applications in CRA areas for consistency with the CRA Redevelopment Plan goals and monitors progress through the development review process and provides assistance as needed. Evaluates land development regulations and Comprehensive Plan for conflicts with CRA goals, prepares amendments to regulations, presents final work product in writing or verbally. Conducts site visits. Analyzes Comp Plan Amendment applications in CRA areas, monitors review progress and implementation. Prepares oral and written reports concerning development and programmatic impacts and effectiveness. Administers the Frenchtown Southside Citizens Committee, and the Downtown Review Committee; communicates with Committee members concerning meeting dates and agendas; prepares agendas and agenda materials for regular meetings; researches and prepares reports for meetings. Prepares minutes of meetings and distributes for review and approval. Performs related work as required.

**Other Important Duties**

May assist with administrative staff. Attends training and developmental sessions to keep abreast of events in subject area. May serve in the capacity of immediate supervisor in his/her absence. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of planning, land use and economic development or community redevelopment, as applicable. Considerable knowledge of laws and regulations related to planning. Considerable knowledge of terminology, principles and analytical techniques used in land use planning and financial analysis. Ability to perform technical research work and to give reliable advice on difficult planning projects. Ability to maintain effective working relationships as

necessitated by the work. Ability to communicate effectively, both orally and in writing. Skills in research methods and analysis. Skill in the use of personal computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in planning, finance, public administration, real estate development, urban planning, economic development a field related to the aforementioned areas, or a field directly related to the area to which the position is assigned and two years of professional experience that includes local government, economic or business development, financial planning, urban planning or design, land development, or site plan review; or possession of a bachelor's degree in planning, public administration, a field related to the aforementioned areas, or a field directly related to the area to which the position is assigned and three years of professional experience that includes local government, economic or business development, financial planning urban planning or design, land development, or site plan review; or an equivalent combination of training and experience.

Necessary Special Requirements

Must possess a valid Class E State driver's license.

Established: 08-28-07  
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11-24-14  
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10-26-21  
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