



Job Title: Community Development Planner

Department: Planning & Community Development

Hours: Up to 39 hours per week, may include nights and weekends as needed

Salary: \$74,263 - \$95,481 annually, this is a union position

DESCRIPTION:

The Community Planner role will play a critical supporting role in developing and implementing the long-term vision of Revere. The Community Planner will lead and facilitate planning efforts related to economic development, transportation, land use and housing. The Community Planner will be tasked with evaluating and effectuating City investment towards Departmental goals through, grant management, program budgeting and project financing, and for the operation and monitoring of CDBG and other grant-funded programs. The Community Planner reports directly to the Chief of Planning and Community Development.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Conducts and facilitates planning related to economic development, housing, resiliency, transportation, and infrastructure.
- Serves as the City liaison to the Affordable Housing Trust Fund Board of Trustees and the North Shore HOME Consortium
- Supports the development and implementation of the City's housing, transportation and economic development programs.
- Provides technical assistance to various municipal Boards and Commissions, including the Planning Board, Zoning Board of Appeals, and Traffic Commission.
- Collaborates on presentations for various state and federal agencies.
- Researches, prepares, and administers proposals and grants.
- Performs analyses to support various city policies. Develops and recommends by-law and ordinance amendments.
- Participates and assists in the research of general planning studies and projects, and assists in the writing and production of resulting documents, ordinances, reports, and maps.

- Represents the department and the City at various inter- departmental, agency, and public meetings as requested by the Chief of Planning and Community Development.
- Provides professional and technical administrative approval on City processes, in accordance with local and state regulations.
- Provides information and assistance to the general public, applicants, and other City departments in the interpretation of permitting processes and City policies of a planning/land use nature.
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's Degree and three (3) years of related experience in municipal planning or a related field
- Master's degree in Urban Planning or related field preferred.
- Demonstrated experience writing, securing, and administering federal and state grants.
- Ability to communicate in both English and Spanish beneficial

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Thorough knowledge of municipal planning, research and the collection of data in support of the City's planning and community development objectives.
- Working knowledge of general urban housing and planning theories, principles, and policies.
- Understanding of municipal, state, and federal housing policy, neighborhood planning and development, and housing markets and economic trends.
- Knowledge of planning, conservation, resiliency, economic development, transportation, and infrastructure is required.
- Candidate will be expected to become familiar with the City zoning ordinance, and the strategic vision for the City.
- Theoretical understanding of planning and urban design principles, transportation housing, and economic development policies.
- Experience with grant funding, management, and reporting.
- Working knowledge and experience with federal, state, and local land use laws, statutes, and regulations application to planning and development.
- Proficiency in use of technology such as laptops, computers, and tablets.
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint.
- Working knowledge of Massachusetts procurement law.
- Familiarity with Revere's geography, demographics, and community characteristics.
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner.

Skills:

- Effective technical, written, and oral communication skills.
- Strong problem solving and interpersonal skills.
- Proven staff management and supervisory skills.
- Confident/effective public speaker.
- Demonstrated negotiation and conflict resolution skills.

Abilities:

- Ability to provide guidance and technical assistance and explain regulations and policies clearly and courteously.
- Ability to manage a varied portfolio of project, program management, and staff supervisory responsibilities.
- Ability to convene diverse internal and external stakeholders in a manner that builds effective, ongoing relationships.
- Ability to communicate effectively and efficiently both verbally and in writing.
- Ability to conduct well planned and executed public presentations.
- Ability to analyze complex problems and articulate solutions and recommendations to City officials, staff, contracted consultants/vendors, and the general public.
- Ability to maintain, manage, and organize records.
- Ability to conduct short and long-term planning goals and results.
- Bilingual (Spanish) speaking ability helpful.

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.