



## City of Rochester (NY) City Planner

<b>SALARY</b>	\$56,499.00 - \$75,007.00 Annually	<b>LOCATION</b>	30 Church Street Rochester, NY
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24DM612ADA13
<b>DEPARTMENT</b>	Mayor's Office	<b>OPENING DATE</b>	03/11/2024
<b>CLOSING DATE</b>	4/19/2024 11:59 PM Eastern		

### General Description

This is a professional and administrative city planner position working in the Office of City Planning within the Office of the Mayor. The position involves planning and coordinating activities and projects in the implementation of the City's Rochester 2034 Comprehensive Plan. This position will be responsible for providing support for citywide and neighborhood planning projects, including coordination with other City departments and community stakeholders. A portion of this City Planner position will have a particular focus on supporting our public art programs and other arts and culture initiatives. A City Planner supports and occasionally leads various research projects and analyses, often using Geographic Information Systems and other tools. City Planners provide project and administrative support for planners that are project managers. They provide administrative and logistical support for the Office of City Planning. They also collaborate extensively with other City staff to accomplish assigned tasks. General supervision is received from higher level personnel with some latitude given for independent judgment and control over assigned responsibilities. Related work is performed as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment -FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

**CITY RESIDENCY WILL BE REQUIRED WITHIN ONE YEAR OF HIRE.**

### Typical Work Activities

Provides administrative and technical support to project managers (PMs), as assigned, as those PMs manage near-term implementation activities and long-range planning projects;

Participates on various interdepartmental project committees run by other City staff, offering city planning expertise and the perspective of the Comprehensive Plan and other relevant plans and studies;

Analyzes various development proposals to determine if they are consistent with the principles and goals of the

Comprehensive Plan as well as best practices in city planning;

Creates or evaluates maps, charts, reports, and recommendations related to Comprehensive Plan implementation, policy direction, custom requests, and similar matters;

Provides research and analysis of various planning topics, issues, best practices, etc. (such as changing demographics, environmental concerns, transportation issues, land use, precedents from other cities).

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of community development, land-use planning and regulations, urban design, public policy, and comprehensive planning;

Knowledge of specific comprehensive planning issues, such as zoning administration, environmental impact, economic development, neighborhood development, equity and inclusivity, housing, transportation, and community engagement;

Knowledge of the interrelationships of the different levels of government;

Knowledge of the sources of information related to comprehensive planning and plan administration;

Ability to use computer and online applications including word processing, spreadsheet, database, presentation, graphic design, and web resources (extensive Geographic Information Systems skills are strongly desired);

Ability to summarize and present technical and non-technical information in engaging and effective presentations to groups of all sizes;

Ability to coordinate and provide administrative support functions;

Ability to conduct research, apply critical thinking, and balance interests in policy development and other decision making;

Ability to understand and articulate the complex context of various city planning issues and development projects;

Ability to manage workloads and communicate tactfully while under stress and despite resistance.

### **Minimum Qualifications**

High school diploma or GED PLUS:

I. Master's degree\* in city planning, urban and regional planning, public administration, public policy, environmental design/studies, urban studies, community development, geography, geographic information systems, architecture, landscape architecture, civil engineering, or other related major;

**OR**

II. Bachelor's degree\* in a major specified in I and two (2)\*\* years of experience in city planning or community development, involving research or planning in an area such as housing development, neighborhood development, economic development, transportation systems, environmental design, or other activities related to city planning;

**OR**

III. Bachelor's degree\* in any field and five (5)\*\* years of experience as specified in II.

\*Where education is lacking, additional experience in community development program planning, analysis or regulation may substitute on a year-for-year basis.

\*\*Possession of certification by the American Institute of Certified Planners may substitute for one year of experience.

Preference will be given to candidates who possess the ability to use computer and online applications including word

processing, spreadsheet, database, presentation, graphic design, and web resources. Intermediate to advanced Geographic Information Systems (GIS) skills are also strongly preferred.

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**Agency**

City of Rochester (NY)

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585-428-7115

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<http://www.cityofrochester.gov>