City of Lock Haven

**JOB TITLE**: Planner & Development Coordinator

**WORK SITE**: City Hall, 20 E Church Street, Lock Haven, PA 17745

**WORK HOURS**: 8Hrs/Day, 40 Hrs/Wk, Monday-Friday, 8:00AM to 5:00PM

**SALARY:** The salary range is $35,000 to $45,000 with starting salary commensurate with experience

**BENEFITS:** Excellent Benefit Package, Vacation and Retirement

**SUPERVISOR**: City Manager

**JOB SUMMARY**: Perform a variety of tasks supporting planning, grants administration, and economic development opportunities.

**ESSENTIAL JOB FUNCTIONS**:

 Planning:

* Administer the City’s Zoning, Subdivision and Land Development ordinances
* Administer the City’s Comprehensive Plan
* Administer the Historic District Advisory Committee
* Liaison to the City Planning Commission
* Administer the City’s Zoning, Subdivision and Land Development ordinances

Development:

* Application and administration of grants from State and local governments, agencies and foundations
* Administer community compliance plans (Section 504 ADA, EEOC, Fair Housing, etc.)
* Administer City’s Commercial Loan Program and Sidewalk Repair Grant/Loan Program
* Coordinate the City’s Community Development Block Grant programs with grant administrator SEDA-COG

**MARGINAL JOB FUNCTIONS**:

* Attend meetings of the City Council, committees and community organizations as required
* Perform other related duties as assigned

**QUALIFICATIONS**:

* Education: Bachelor’s degree in Planning, Community Development, or English is preferred.
* Experience: Administration of federal, state and/or local grants for two or more years.
* Demonstration of Skills and Abilities
	+ Proficiency with word processing, spreadsheet programs and computer equipment
	+ Ability to maintain records and files and assemble data for reports
	+ Ability to exercise good judgement and tact
	+ Ability to maintain absolute confidentiality of information
	+ Ability to work with minimal direction and supervision
	+ Ability to effectively communicate with the public
	+ Ability to effectively communicate with other employees
	+ Must be punctual, neat, and able to write legibly
* Must be able to pass a background examination

**PHYSICAL PERFORMING ELEMENTS**:

* Lifting and carrying 20-50 pounds
* Frequent bending, kneeling and reaching
* Standing for extended periods of time
* Sitting for extended periods of time

**MENTAL PERFORMING ELEMENTS**:

* Organizing and coordinating schedules
* Analyzing and interpreting data
* Problem-solving
* Communicating with the public
* Creating written communication
* Basic mathematic operations

When duties and responsibilities change and develop the job description will be reviewed and subject to changes of business necessity.