

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: \$47,000-\$51,000
SUPERVISOR: City Manager

JOB SUMMARY:

Performs a wide variety of tasks supporting the community & economic development and sustainability of the City including administration of City planning, grants administration, business development & opportunity and oversight of the City's sustainability projects.

ESSENTIAL JOB FUNCTIONS:

Planning:

- Administer the City's Zoning, Subdivision and Land Development ordinances
- Administer the City's Comprehensive Plan and oversee its decennial construction
- Administer the Historic District Advisory Committee
- Liaison to the City and County Planning Commission

Development:

- Application and administration of grants from Federal, State and local governments, agencies and foundations
- Administer community compliance plans (Section 504 ADA, EEOC, Citizen Participation, Conflict of Interest, Minority & Woman Business Enterprise, Fair Housing, etc.)
- Administer development incentive programs (LERTA, TIF)
- Administrator of the City Redevelopment Authority
- Administer City's Commercial Loan Program and committee
- Administer City's Sidewalk Repair Grant/Loan Program

Sustainability:

- Administer City-wide mandated recycling program and associated grants (DEP 902 & 904)
- Administer City's "Sustainable PA" certification and initiatives

MARGINAL JOB FUNCTIONS:

- Assist the City Manager and staff
- Attended meetings of the City Council, committees and community organizations as required
- Liaison to community organizations
- Perform other related duties as assigned

QUALIFICATIONS:

- Education: Bachelor's degree (for example: Community Development, Urban Studies & Planning, or English)
 - Preferred: Masters in Community & Economic Development
- Experience: Bookkeeping/Accounting experience or education desirable
 - Preferred:
 - Successful application and administration of Community Development Block Grant
 - Successful application and administration of HOME housing rehabilitation grant/loan program
 - Successful application and administration of federal and state aviation grants
 - Successful application & administration of federal & state public safety (police/fire) grants
 - Successful application & administration of federal & state recreation grants (DCNR)
- 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.