

**Beaver County, Pennsylvania**  
**CLASS DESCRIPTION**

**BEAVER COUNTY OFFICE OF PLANNING & REDEVELOPMENT**

**POSITION TITLE: Associate Planner/Redevelopment Specialist**  
**DEPARTMENT: Beaver County Office of Planning & Redevelopment**

**GENERAL DESCRIPTION OF DUTIES**

This is a technical and advisory position reporting to and in support of the Office of Planning and Redevelopment (OPR) Director regarding redevelopment activities and functions; and reporting to and in support of the OPR Assistant Director regarding planning and environmental activities and functions.

**ESSENTIAL FUNCTIONS**

The list of essential functions, as outlines herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assignment duties not listed herein if such functions are a logical assignment to the position.

**Planning Related Functions:**

Interpret and apply applicable state, county, and local codes, or ordinances and regulations and conduct reviews of various development applications including plats, permits, site plans, and zoning amendments.

Assist with updates and maintenance of County Comprehensive Plan and Beaver County Planning Commission Annual Reports.

Review land development and subdivision plans as they relate to county, municipal and regional environmental and natural resource planning and sustainable development efforts.

Attend meetings, conferences, seminars, workshops and training classes to stay apprised of regional, state and other information which might provide opportunities for expanding local initiatives and/or coordinating local initiatives.

Prepare and/or assist in the preparation of maps, tables, graphics and charts using software programs and complete various geographic information system (GIS) projects as needed; maintain and update and/or assist in the maintenance and updates of various county and/or municipal GIS layers related to planning efforts at both the county and local municipal level.

Prepare, write and complete a variety of correspondence, reports and recommendations including application recommendations, subdivision and land development plan recommendations, quarterly reports, program presentation, financial summaries, etc.

**Redevelopment Related Functions:**

Prepare and/or participate in the development of proposals/applications to Federal, State, local agencies/organizations for loan and grant funds, prepare requisitions for grant funds, administer those funds, and maintain and implement administrative procedures associated with those funds. Prepare agency reports as required by funding sources and prepare requisitions as required for state and federal programs.

Prepare and/or assist in the preparation of feasibility analyses of redevelopment, economic development and other projects, assist with redevelopment, development and special projects as needed and prepare financial data, reports and other documents needed for project administration and close-out.

Assist outside auditors (CPA firms, Agency auditors, etc.) with administrative, operational, performance and compliance auditing and monitoring as such assistance is requested by the auditors; and verify the accuracy of any such audits.

Maintain information of program funding sources so as to permit the most accurate possible estimates of present and future funds available for projects and activities of the Authority and prepare funding matrices and recommendations for redevelopment, economic development and other projects.

Prepare minutes and Agenda for Board meetings and staff meetings and attend Board and staff meetings.

Administer and/or assist in the administration of contracts between the Authority and funding agencies, consultants, developers, etc.

### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Minimum Bachelor's degree in Planning, Resource Management, Geography, Community Development or Environmental Studies or related field; experience and training that includes planning, design, economic development experience; or equivalent combination of education, training, and experience.

### **SPECIAL REQUIRMENTS**

A valid Pennsylvania State Driver's License.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations; includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function efficiently and productively with a group of workers; includes the ability to make decisions on technical levels, and as appropriate, on procedural levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; includes ability to perform mathematical operations with fractions; includes ability to compute discount, interest, profit and loss, ratio and proportion; includes ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principals of influence systems, such as motivation, incentive, and leadership; ability to exercise independence judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgement, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks may risk exposure to wetness, dust/pollen and temperature extremes.

**Attendance:** Regular attendance is required.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the “American with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.