

Beaver County, Pennsylvania
CLASS DESCRIPTION

POSITION TITLE: Senior Planner
DEPARTMENT (S): Beaver County Office of Planning and Redevelopment (OPR)

GENERAL DESCRIPTION OF DUTIES

This is technical and advisory work providing professional support regarding planning and redevelopment to the Beaver County Board of Commissioners, the Beaver County Planning Commission Board of Directors (BCPC), Redevelopment Authority of Beaver County Board of Directors (RABC), the Pennsylvania Association of Housing and Redevelopment Agencies, Beaver County municipalities and for profit and non-profit entities and organizations etc. The position represents the County on a variety of local, county and regional boards, committees and organizations regarding planning and redevelopment.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined 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 assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs, at the direction of the RABC, the duties required by the Commonwealth of Pennsylvania Urban Redevelopment Law, Act of May 24, 1945, P.L. 991, No.385.
- Coordinates program activities with appropriate agencies and organizations at the Federal, State and local levels, ensuring that the RABC Board, the Beaver County Board of Commissioners (BOC), and the public are kept informed of RABC activities.
- Responsible to carry out specified programs, including the Redevelopment Assistance Capitol Program; makes recommendations to the RABC, in concert with the BOC.
- Accountable to the RABC and the County for the RABC's fiscal operations, including causing the completion of annual audits, monitoring and controlling any RABC accounts and investments, the preparation of budgets, the review of bills and recommendation to the RABC Board regarding payment thereof.
- Responsible for appropriate reports, including causing the production of and maintaining agenda and minutes of regular and special public meetings of the RABC and the BCPC.
- Responsible for maintaining a system of complete records of OPR activities, including any records that are identified as being in the public domain and/or available for public examination.
- Expected to work and cooperate with public and private groups, agencies, and organizations in all fields related to the betterment of the County of Beaver and its residents.
- Responsible for seeking out and developing projects or programs that might become available for the general betterment of Beaver County or any community therein.
- Responsible for department efforts associated with investigating and researching sources of public funding and grants; including the preparation applications to acquire funding and administer all funding and other contracts of the OPR.

- Makes regular visits to project sites to ensure that sufficient progress is being made to achieve program directives and be available, as needed, to meet with project residents to listen to, assess, and aid in solving specific problems with Authority managed projects.
- Plans, develops and conducts studies relative to land use for restoring blighted communities, and supporting additional housing choices while balancing development with conservation, and/or other cultural needs and community development projects;
- Analyzes and evaluates pertinent data and prepares comprehensive reports and projections on the basis of such research;
- Collaborates on the updating and implementation of the County's Comprehensive Plan, neighborhood plans, community redevelopment plans, and/or other similar land use and community-based plans;
- Reviews Subdivision and Land Development Plans in accordance with local land use ordinances. Also reviews zoning amendments and other applicable planning documents.
- Confers with the public and municipal managers, the Beaver County Council of Government; local and regional economic development authorities, to define mutual planning problems and effect uniformity beneficial to, and consistent with, county comprehensive plans and initiatives;
- Reviews and obtains proper interpretations of laws, rules and regulations affecting planning functions;
- Prepares and delivers speeches to business, professional, civic and neighborhood groups and associations;
- May perform data processing related duties including using available statistical packages or programs, GIS data, data entry and retrieval, and routine computer terminal operations;
- Performs related work as assigned or required.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the OPR, 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 by the RABC.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's or Master's Degree with course work emphasis in Engineering, Landscape Architecture, Planning, Geography, Urban Studies, Environmental Design or a related field.; or an equivalent combination of education, training, and experience.

KNOWLEDGE/COMPETENCIES/SKILLS

- Knowledge of principles and practices of local and regional planning, methods of collecting and analyzing planning data and preparing planning reports and studies;
- Ability to interpret and adhere to applicable legislation, rules and regulations;
- Ability to assist in preparing new rules and regulations and initiating research and physical planning techniques in local and regional planning;

- Ability to navigate state and federal funding and grant opportunities and prepare applications for such;
- Ability to address civic organizations and committees and present ideas and findings clearly and concisely;
- Attention to Detail and time management;
- Confidentiality, Ethics, Integrity and Trust;
- Fact based decision making and Problem Solving;
- Mustering Resources and Collaboration;

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to analyze data and/or information. Involves referencing the analysis to criteria, standards and /or requirements associated with a particular disciplines or technique in order to understand or determine actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence, training and teaching acting as a lead person.

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 a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs. May require preparing descriptive statistical reports.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

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 of 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 textures. Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

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

Attendance: Regular attendance is required.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans 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.