

State College Borough

Planner, Senior (Redevelopment)

Job Description



REPORTS TO: Director of Planning
ROLE & LEVEL: P3

DEPARTMENT: Planning
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Senior Planner (Redevelopment) performs a variety of routine and complex administrative, technical, financial and professional work in the preparation and implementation of various redevelopment programs, including real estate and business development efforts. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance on complex problems or issues. The Senior Planner (Redevelopment) manages complex projects in support of Borough and Redevelopment Authority objectives.

EXAMPLES OF 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.

- Responsible for project prospecting, development and management for public-private economic and community development projects
- Evaluates potential real estate deals involving public resources, pro formas and negotiates terms for assistance
- Responsible for business recruitment and retention, and commercial loan management
- Responsible for the daily operation of property (mainly commercial) rehabilitation/façade improvement programs; addresses issues regarding these programs
- Provides technical and professional advice on property redevelopment programs; communicates official policies and procedures regarding the programs; gathers, interprets, and prepares data for studies, reports, and recommendations
- Prepares and maintains information on property redevelopment programs; responds to requests for information; prepares data sheets and other information; responds to inquiries about the improvement programs
- Receives and reviews grant and loan applications and works with applicants in gathering the essential information required to complete their application; coordinates the processing and issuance of property redevelopment loans
- Coordinates the conduct of lien searches; advises the appropriate people of liens against the properties

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- Drafts and mails applicant approval letters; reviews and approves contractor estimates; advises applicants regarding the permit process
- Coordinates the preparation of purchase orders for initial deposits and other payments; verifies loan payments and approves and issues payments to applicants
- Prepares agendas and reports and provides primary staff support for the State College Redevelopment Authority
- Serves as a liaison between the Borough, the Redevelopment Authority and other public, private or nonprofit groups and associations interested in redevelopment and business attraction and development
- Prepares graphics, charts, tables, and miscellaneous promotional materials, for property redevelopment programs
- Identifies possible grants and financing vehicles for redevelopment projects, and manages application and implementation of those financing mechanisms
- Evaluate proposals for tax increment financing, tax abatement and other forms of assistances provided by the Redevelopment Authority and prepare tax increment plans
- Assists in preparation and evaluation of tax credit projects (Historic/Low-Income, etc...)
- Coordinate various initiatives in areas such as small business assistance, economic research and data collection, and information services to attract businesses

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of economic development programs and their application
- Knowledge of real estate development, land development and financing
- Knowledge of property rehabilitation programs
- Knowledge of loan management
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted during work
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program effectiveness
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public
- Ability to determine the economic and social problems of the Borough and how they relate to community development
- Ability to communicate effectively orally and in writing

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MINIMUM QUALIFICATIONS:

Bachelor's degree in business or public administration, finance, accounting or related field, and two or more years' experience in real estate development and the coordination and issuance of financing tools; or an equivalent combination of education, certification, training, and/or experience. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree in planning, urban studies, public administration, real estate or a related field
- Five years of responsible experience in positions with economic development and planning activities.

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors

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The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date