

## **PLANNING AND ECONOMIC DEVELOPMENT PROGRAM MANAGER**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for fiscal planning by securing funding resources through Federal, State and local programs, and administering and monitoring funding for projects related to planning and economic development. The incumbent in this position is responsible for coordinating, preparing and implementing plans relative to the physical infrastructure of a City by improving the deficiencies and financing necessary to complete individual projects. The work also involves responsibility for administering projects specific to improving the quality of life of a City and its neighborhoods. The incumbent works closely with the Director of Planning and Economic Development, City Manager, and various department heads on grant preparation, implementation and administration. This position differs from that of a Senior Planner by the emphasis on fiscal planning and administration and an increased responsibility for leading projects. Work is performed under the general direction of the Director of Planning and Economic Development with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over Senior Planners when assigned as the lead worker on specific projects. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops and implements long and short-term Economic and Community development programs by working closely with the Director and various department heads on grant applications, budgeting, contract compliance, and other related activities;

Administers the grant funding for various projects by researching, planning and developing strategies for Economic and Community Development Projects;

Prepares and administers various grants for capital improvement and community development projects through State, Federal, and local programs and allocates funds to specific projects;

Acts as a lead on planning projects by assigning, coordinating and directing the activities of others on assigned projects;

Monitors agency expenditures by reviewing and processing financial requests and documentation;

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Reviews requests for proposals for development and/or planning projects ensuring compliance with Federal and State laws, and local rules and ordinances;

Assists the Director, City Manager and other department heads with identifying potential funding opportunities by researching and keeping abreast of various grant programs available for capital improvement and/ or community development;

Prepares documentation necessary for a comprehensive plan by collecting and analyzing data;

Formulates and implements planning studies on a wide range of complex urban and municipal planning issues in order to maintain consistency with the goals of the comprehensive plan;

Plans, develops and provides oversight of field studies and surveys to collect demographic and other related planning data;

Coordinates the activities of planning staff working on capital improvement and/or community planning projects to ensure compliance with the comprehensive plan;

Provides informational presentations such as project background information to the City Council, general public, various boards and organizations;

Assesses community planning needs by meeting with business and civic leaders gathering information to establish funding priorities;

Provides oversight to planning staff with project development, and implementation by reviewing the details of the project plan as they relate to the fiscal policies outlined in the respective grants;

Provides technical assistance to various agencies on formulating grant requests for project development;

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Attends workshops, conferences, and seminars relating to economic development and community planning.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices in administering and monitoring grant funds;

Good knowledge of the principles, methods and techniques used in economic and community development, municipal planning and promotional activities;

Good knowledge of Federal, State and local laws, policies and programs related to the economic development and planning process;

Good knowledge of the business and economic conditions of the City;

Good knowledge of the sources of funding available for economic and community planning projects;

Ability to develop, administer and monitor grant funding for projects and programs related to economic development and community planning;

Ability to prepare, review and administer grant proposals;

Ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work;

Ability to plan, coordinate and implement planning projects;

Ability to understand, interpret, and analyze complex and detailed written material and quantitative data;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Ability to use a personal computer to analyze data and statistics;

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Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in planning, landscape architecture, public administration, economics or a related field and two years (2) of experience in municipal, community or regional planning;
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in planning, landscape architecture, public administration, economics or a related field and three (3) years of experience as defined by the limits outlined in (a); or
- (c) An equivalent combination of training and experience as defined by the limits outlined in (a) and (b) above.