

POSITION AVAILABLE ANNOUNCEMENT

CITY OF PARKERSBURG

Neighborhood Planner

DEPARTMENT: Development

DIVISION: Development

GRADE: H-8

Reports directly to Development Director

JOB SUMMARY: This position is responsible for coordinating efforts related to acquisition and or demolition planning, with various city departments, to ensure completion of short, and long-range goals for neighborhood growth, and stabilization. Overall, the Neighborhood Planner is responsible for creating and implementing plans that improve the livability and sustainability of the community, while considering the unique characteristics and needs of the area and its residents.

RESPONSIBILITIES, DUTIES AND ACCOUNTABILITIES:

1. Coordinate, schedule, and provides staff support for the City's Building Enforcement Agency.
2. Coordinate all due diligence activities related to the effective remediation of slum and blighted property.
3. Coordinate the asset disposition process, including marketing and due diligence with owners, buyers, and fulfilling information requests.
4. Manage detailed checklists and the city's various property databases.
5. Manage the Real Estate Assisted Demolition Program by coordinating efforts between property owners and various city departments.
6. Collaborate with the Code Enforcement Division to ensure objective scoring metrics take place and remediation plan of actions are coordinated with property owners.
7. Process and help facilitate applications to purchase or donate property to the Urban Renewal Authority.
8. Coordinate and maintain the Urban Renewal Authority property inventory catalog.
9. Assists with the identification and administration of alternative funding sources for community development projects, through grant seeking, writing, and administration.
10. Coordinate action items within the Comprehensive Plan with City Planner, City Council Members and Mayor to ensure compliance and completion of initiatives outlined in the plan.
11. Facilitate community engagement and outreach efforts, including public meetings, workshops, and surveys, to educate and involve residents in the planning process.
12. Collaborate with community stakeholders, including residents, business owners, and government officials, to gather input and feedback on proposed plans.
13. Monitor and evaluate the effectiveness of implemented plans and makes necessary adjustments based on feedback and data analysis.
14. Coordinate and follow up with appropriate committees, departments, and agencies to ensure desired results and completion of projects.
15. Prepare and prints items, scans documents, and procures applicable signatures.
16. Perform planning related research of a specific or general nature. Writes and presents formal and technical reports, and correspondence.
17. Regular, routine, and consistent attendance is required.

THE CITY OF PARKERSBURG IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, MILITARY VETERAN STATUS, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

2023.04

18. Performs other duties as required.

POSITION REQUIREMENTS AND QUALIFICATIONS:

Bachelor's degree preferred, but not required; Two (2) years' experience in real estate or real estate law preferred, but not required; or combination of education and work experience of at least four years. Property acquisition and/or project management experience preferred.

Strong oral and written communications and interpersonal skills. Proficient with Microsoft office applications. Detail-orientated, organizational skills to ensure timely completion of assigned tasks. Proactive, solution-oriented mindset with a focus on task management and completion. Ability to work in a fast-paced environment, handling multiple concurrent projects with moderate supervision and working both independently and collaboratively as a team member. Must be able to maintain confidentiality. Must be able to interact professionally with the public.