

# State College Borough Planner Job Description



**REPORTS TO:** Planning Director  
**ROLE & LEVEL:** P2

**DEPARTMENT:** Planning  
**FLSA STATUS:** Exempt

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## **WORK OBJECTIVE:**

The Planner has primary responsibility for the development and preparation of plans and reports. Coordinates activities which will lead to the implementation of these plans, with focus on areas of redevelopment and housing. Provides assistance to various authorities, boards and commissions. This position provides primary staff support for the Borough of State College Redevelopment Authority. Work is performed under general supervision with a great deal of latitude for the use of initiative and independent judgment based on professional education and previous experience.

## **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.

- Conducts research and prepares reports, presentations and maps as requested; serves as the main GIS support for the Planning Department
- Maintains data and other pertinent information regarding demographics and development trends; updates as needed in order to produce reports or respond to requests for information
- Assists with the Planning Department's efforts to prepare and implement neighborhood plans, downtown plans, specific area plans and other community planning documents
- Coordinates with consultants, hired professionals and other Borough departments when necessary, for the preparation of planning documents
- Coordinates implementation activities resulting from the adoption of community plans; manages working relationships among Borough departments and with outside agencies in order to carry out implementation activities
- Assists the Planning Director in the implementation of the Redevelopment Authority's community and economic development goals as they relate to community planning efforts
- Prepares agendas and serves as the primary staff support to the Borough of State College Redevelopment Authority; assists with activities related to other authorities, boards and commissions, when needed
- Prepares and submits Capital Improvement Program and operating budget requests to the Planning Director related to the preparation or implementation of planning activities

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- Solicits and administers state, national and federal grants for planning related activities
- Assists with grant administration of various community development program and projects as needed to comply with federal, state and local laws, regulations and policies as well as project and program goals
- Assists with writing the Borough's Consolidated Plan and Annual Action Plan

## **Supervision:**

- None

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of and ability to use geographic systems software and office applications, including word processing, spreadsheet and database software
- 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 in the course of work
- Ability to create, present and manage informational sessions to large and small groups
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public
- Ability to prepare visually engaging plans, reports, charts and web content to support planning activities and department communications
- Ability to research information, make decisions and work independently
- Ability to communicate effectively orally and in writing
- Ability to successfully write grant applications

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in planning, urban studies, public administration or related field; supplemented by some experience in local government planning related activities; or an equivalent combination of education, certification, training, and/or experience. Must possess or obtain American Institute of Certified Planners (AICP) designation within two years of employment. 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 planning, urban studies, public administration or a related field
- Experience with housing and public finance programs including CDBG and HOME
- Experience in securing grant funding for projects

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## **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