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**BUFFALO URBAN RENEWAL AGENCY  
NOTICE OF VACANCY**

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**JOB TITLE: Community Planner**

**HRS. OF WORK: 8:30 A.M. – 4:30 P.M.**

**SALARY: 22U \$44,769**

**LOCATION: 920 CITY HALL  
Division of Planning**

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**SUMMARY:**

Under general supervision, analyzes designs, develops, plans, and conducts community-planning projects of substantial complexity. Works independently with local community based organizations, Good Neighbors Planning Alliance, and other local community groups on community planning projects dedicated to assisting communities in resolving current and future community issues.

**DUTIES AND RESPONSIBILITIES:**

1. Plans and assists local communities in planning projects requiring judgment in the independent evaluation, selection, and substantial adaptation of standard planning techniques.
2. Applies diverse research and analysis techniques to data derived from publications, interviews, and other analysis derived from observations to assess problems and propose solutions regarding community environments and public works infrastructure and neighborhood economic development.
3. Prepares reports, plans and other project work products for a variety of research and community clients as approved by the Executive Director.
4. Identifies prospective (community) clients, prepares research and public service proposals and project budgets.
5. Makes presentations to clients, community groups and other local, state and/or national organizations and constituencies; plans and conducts training workshops on community planning topics.
6. Serves as principal investigator, as appropriate, on sub-projects of complexities consistent with above criteria.
7. Supervises student (interns) engaged in support activities, as appropriate.
8. Assist in building the capacity of local community based organizations to engage their communities in neighborhood.
9. Planning and coordinate the successful implementation of plans.
10. Directly facilitate the visioning, planning, and implementation process of Good Neighbors' Planning Alliance.
11. Support and help to integrate neighborhood-planning initiatives with community development.
12. Be available to participate as necessary in Good Neighbors' Planning Alliance meetings.
13. Performs miscellaneous job-related duties as assigned.

**MINIUM JOB REQUIREMENTS:**

Master's Degree from an accredited college or university in community, urban or regional planning required, with at least two (2) years of professional experience.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to lead graduate level students interns.
- Ability to plan community projects and consult with communities regarding planning techniques.
- Ability to draw conclusions and make recommendations based on research data and findings.
- Ability to prepare research reports and proposals.
- Ability to develop project budgets and projections.
- Ability to communicate and interact with community representatives, groups of diverse populations.
- Knowledge of laws, regulations, methods, and current accepted techniques in area of community planning.
- Ability to use independent judgment to adapt and modify research concepts and approaches to specific projects.
- Ability to develop and deliver high quality presentations.
- Knowledge of federal, state, and local regulations, guidelines, and standards in area of expertise.

**CONDITIONS OF EMPLOYMENT:**

- Possession of a valid New York driver's license is a requirement for this job.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work is normally performed in a typical governmental interior/office work environment with work in the community at different locations, as required.
- Very limited physical effort required.
- No or very limited exposure to physical risk.

**RESIDENCY REQUIREMENT**

As a condition of employment, appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within 6 months of starting date of employment.

**CLOSING DATE: Friday, December 9 at 4:30 P.M.**

All resumes must be received within 10 business days of the posting date of Monday, November 28, 2016. Please submit to [bura@city-buffalo.com](mailto:bura@city-buffalo.com) (preferred) or via mail to:

**Scott Billman, Counsel  
Buffalo Urban Renewal Agency  
920 City Hall  
Buffalo, NY 14202**

**NOTE: This position is part of organized labor in a non-competitive class as CSEA Erie Local 815-BURA Unit with CBA benefits such as NYS Pension and health and dental insurance. Additional information will be provided during the interview process and at orientation upon date of hire.**

**Revised: 4/6/2016**