



DEPARTMENT OF HUMAN RESOURCES

City Hall | 340 North Washington Avenue | Scranton, PA 18503 | 570.348.4246

JOB DESCRIPTION

Title: Deputy City Planner
Department: Department of Community Development
Supervisor: City Planner
Date: January 19, 2021

GENERAL DEFINITION

This is advanced technical and administrative work. Employee performs complex and specialized planning work which may include the areas of environmental review, current planning, long-range planning, engineering assistance, and code enforcement. Works with developers, property owners, other City Departments, and the general public in regard to land use and planning issues. Performs related work as required. Work is performed under the general direction of the City Planner and the Director of Community Development.

TYPICAL EXAMPLES OF WORK

- Determines studies and projects required in the preparation of comprehensive plans, neighborhood plans, studies designed to provide information on a system for the scheduling of capital improvements, processing and analysis of a large volume of data on land use, transportation, environmental factors and other factors; assigns phases of the work to subordinate planning personnel.
- Prepares and administers regulations pertaining to the orderly and environmentally sensitive development of the city, such as Zoning, Floodplain Management and Stormwater Management.
- May prepare site and other plans for redevelopment areas, subdivisions and a variety of special projects; reviews staff recommendations concerning the approval or rejection of plans of developers and other agencies; assigns aspects of the work and/or the less complex complete plans to subordinate planning personnel.
- May prepare potential zoning legislation to include proposed amendments to zoning maps and changes within zoning code, examines all development plans for their effect

on comprehensive and neighborhood plans; reviews recommendations and findings of subordinates and formulates proposals; explains recommendations to civic Organizations and private citizens.

- Conducts environmental assessments of federally funded projects under the National Environmental Policy Act of 1969, National Historic Preservation Act and associated Laws, Executive Order and regulations.
- Prepares and reviews Federal and State grant applications.
- Works with and serves as staff to Planning Commission and Zoning Hearing Board.
- Attends intra-agency and inter-agency meetings; serves as member of various committees.
- Performs other related duties as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

- A Bachelor's degree from an accredited college or university in Urban or Regional Planning, Geography, Landscape Architecture or closely related field. Existing certification by the American Institute of Certified Planners or gain certification within 3 years of hire.
- Extensive knowledge of the principles and practices of urban planning. Thorough knowledge of the theories of planning methodology.
- Extensive knowledge of laws and ordinances affecting the planning, environmental, development and zoning processes.
- Thorough knowledge of economic, public administration, municipal finance, sociology and other related subjects as applied to planning.
- Considerable knowledge of legal concepts and legislation basic to planning.
- Ability to present technical information clearly, concisely, and in an interesting manner to citizen groups, public officials and the public.
- Ability to analyze and supervise the systematic compilation of technical and statistical information and to prepare sophisticated technical reports.
- Ability to establish and maintain effective working relationships with city officials, governmental agencies, citizens groups, and the general public.
- Proficiency in computer skills including geographic information systems (ARCGIS) and MS office (word processing, presentation, spreadsheet, etc.) software.

The Deputy City Planner must attain a residence in the City of Scranton within six (6) months from the date of his/her appointment, proven by deed, rent receipt, lease, and/or utility bills.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.