



DEPARTMENT OF HUMAN RESOURCES

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

JOB DESCRIPTION

Title: Assistant City Planner

Department: Office of Community Development

Supervisor: City Planner and Director of Community Development

Date: November 20, 2025

General Description:

The Assistant City Planner performs planning work related to community development for the City, which may include land use planning and zoning, comprehensive planning, transportation planning, historic preservation, and urban design. The position works with property owners, other City departments, and the general public in regard to land use and planning issues. The Assistant City Planner works under the supervision of the City Planner and Business Administrator .

Essential Job Functions:

- Assists in coordinating studies and projects in the preparation and implementation of long-range planning efforts; processes and analyzes data regarding land use, transportation, environmental factors, and other related fields; develops GIS maps and reports as requested.
- Assist City Planner to examine all projects, initiatives, and development plans for their effective on comprehensive and neighborhood plans; provides recommendations and creates staff reports for the City Planning Commission, HARB, Mayor, and/or City Council; explains recommendations to civic organizations and private citizens.
- Completes Environmental Review Records on behalf of the Office of Community Development; 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.
- Assists the City Planner in developing plans, guidelines, and policies involving urban design and active transportation, including bicycle and pedestrian infrastructure, open streets, living alleys, Vision Zero, and similar programs; coordinates education and community involvement opportunities
- Provides technical support in areas of historic preservation, reviewing Certificate of Appropriateness applications and demolition orders, corresponding with the State Historic Preservation Office, implementing design guidelines and historic master plans.
- Assists the City Planner in the preparation and administration of current planning regulations, such as Land Development, Zoning, Floodplain Management, and Stormwater Management; conducts public outreach and engagement efforts for CRS Program and MS4 Permit.



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- Attends intra-agency and inter-agency meetings; serves as a member of various committees as assigned.
- Performs other duties as required.

Preferred Training, Experience, Knowledge, Skill, And Abilities:

- Bachelor's degree from an accredited college or university in Urban or Regional Planning or a closely related field. Certification by the American Institute of Certified Planners preferred.
- Thorough knowledge of economic, public administration, municipal finance, sociology, and other related subjects as applied to planning.
- Knowledge of legal concepts and legislation basics 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 with City officials, governmental agencies, citizen groups, and the general public.
- Drivers Licenses
- Proficiency in computer skills including geographic information system (ArcGIS) and MS Office (Word, PowerPoint, Excel, etc.) software.
- PA Driver's License is required

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