



WILLIAM LANTIGUA  
MAYOR

FRANK BONET  
INTERIM PERSONNEL DIRECTOR

*City of Lawrence*  
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### EMPLOYEE JOB POSTING

**Title:** Neighborhood Planner  
**Department:** Community Development Department  
**Salary:** Grade 4 (\$50,000-\$65,000)  
**Union:** Non-Union

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**Duties:** Performs professional level work in the field of neighborhood planning and to provide information and assistance to City officials, City staff, developers, the non-profit community and the public on neighborhood, federal entitlement programs and development related matters

**Qualifications:**

Employee should have a Master Degree in Urban Planning, Public Administration or other related fields and (2) two years experience; a Bachelor's Degree in Urban Planning, Public Administration or other related fields and (4) four years of experience; or an equivalent combination of education and experience. The employee should have experience planning and organizing at the neighborhood level. Proficient in the English and Spanish language desired.

1. Attend and participate in community and neighborhood meetings to gain an understanding of issues and existing resources in evaluating neighborhoods for community development opportunities; maintain familiarity with the development of assigned geographic areas through neighborhood meetings, the development review process and community contacts.
2. Establish and maintain productive, professional working relationships with community leaders, elected officials, City staff and other agencies; assist in project implementation at neighborhood level; maintain an understanding of a variety of neighborhood group interests and perspectives; research ways to leverage and coordinate resources to accomplish positive change.
3. Identify active members of the community and assist in developing their potential to become neighborhood leaders; assist in creating organized neighborhood groups; utilize community relationships to assist in forming steering committees, boards and commissions, prepare meeting agendas, notifications and minutes; facilitate meetings.
4. Lead and participate in the evaluation and strategic development of new and existing neighborhood organizations; facilitate neighborhood organization and consensus building; train, assist and empower residents to access resources and independently resolve issues.



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5. Work with the Planning Department and others in the creation, development and implementation of neighborhood plans.
6. Implement initiatives and revitalization efforts at the neighborhood level; provide information, develop and recommend policies and procedures for future neighborhood based efforts.
7. Identify grant opportunities to meet community needs identified through departmental or other planning efforts. Assist in preparation of grant application and in administration of grants.
8. Respond to questions and provide information to the public, neighborhood leaders, other city departments and local agencies; work with City departments, City Council and other agencies to leverage resources and maintain a united effort in building healthy neighborhoods.
9. Evaluate future development sites; stay abreast of changes to the physical character of neighborhoods and neighborhood issues; attend neighborhood meetings, community meetings and neighborhood events.
10. Working with the Planning Department staff, analyze and compile technical and statistical information, make recommendations on special studies and prepare reports. Work with GIS Specialist to access and organize database, mapping, and geographical information systems.
11. Collect, record, and summarize statistical and demographic information; establish and maintain comprehensive database.
12. Develop, administer and analyze neighborhood and organization surveys to evaluate and re-evaluate neighborhood needs and issues; prepare survey summary reports.

**Posting Date:** January 29, 2010

**Deadline:** Until Filled

**Appointing Authority:** \_\_\_\_\_  
William Lantigua, Mayor

***APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE***

*The City of Lawrence is an Equal Opportunity Employer*

***REASONABLE ACCOMMODATIONS*** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.