

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Neighborhood Planning Analyst
FUNCTIONAL AREA: Community Development Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to manage the relationship of community and City involvement and cooperation. Employees in this classification are responsible for managing various community involvement programs and activities, e.g., Neighborhood Partnership Program, Slice of Spring meetings, Traffic Calming Program. Work includes managing, analyzing and maintaining all City demographic data.

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.

- Manages, monitors and implements the Neighborhood Partnership Program; coordinates various neighborhood meetings.
- Manages, coordinates and monitors the Slice of Springs meetings and follow-up meetings.
- Responds to traffic calming requests and "Drive Carefully" signage requests from the community.
- Analyzes and maintains demographics data based on Census information and research. Coordinates and disseminates Density Monitoring System (DMS) report to Broward County.
- Assists in the design of a neighborhood vitality index using demographics, property appraisers data and GIS research data.
- Answers inquiries and requests from the general public and business community, through friendly, professional customer service skills, ascertaining the needs of the customer and providing appropriate assistance and information.
- Reviews and analyzes City Census data and statistics and provides interpretation to other departments as necessary.
- Assists neighborhoods and communities with grant applications process.
- Coordinates block parties with neighborhoods and City departments.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Planning or related field; supplemented by three (3) to five (5) years progressively responsible experience in community involvement/development and demographics analysis/interpretation; or an equivalent combination of education, training, and experience.

Neighborhood Planning Analyst

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Knowledge of the principles and techniques of effective verbal and written communications.

Knowledge of available grant opportunities for specific communities and neighborhoods.

Ability to understand, follow and coordinate written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to effectively plan and coordinate neighborhood activities, meetings and programs.

Skill in the principles and techniques of customer service skills.

Skill in establishing and maintaining effective working relationships with departmental personnel, supervisors and the general public.

Skill in effectively speaking, educating and presenting information to the general public and government committees.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderately heavy weight (20-40 pounds).

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.