Dear National Planning Department Faculty:

State College, Pennsylvania is hiring for a Senior Planner position focusing on redevelopment and economic development work. Below is the job announcement, and you will find the position description attached. Should you know of anyone (graduating students or alumni) that may be interested, we would greatly appreciate if you would forward this information. This is an essential position for the municipality, with exciting work and potential for playing a key leadership role in the community.

Title: Senior Planner (Redevelopment)  
Location: State College Municipal Building  
Starting Salary Range: $59,000 - $74,000  
Position open until filled.

REQUIREMENTS:  
The Senior Planner (Redevelopment) is responsible for project management and implementation of a wide-range of redevelopment activities, including real estate, public finance and housing development. The incumbent is the main administrator of the Borough and Redevelopment Authority’s public-private partnership (P3) activities, Opportunity Zone development, and other public initiatives in housing, business support, and public infrastructure financing. The Senior Planner will provide leadership in a high-performing, cross-disciplinary team, with opportunities to significantly impact the future of State College.

MINIMUM QUALIFICATIONS:  
Bachelor’s degree in business or public administration, finance, planning, economics, real estate, community development or related field, and three or more years’ direct experience in real estate development; or an equivalent combination of education, certification, training, and/or experience. Must have experience in grant/loan writing and/or administration. Must possess a valid Pennsylvania driver’s license.

PREFERRED QUALIFICATIONS:  
Master’s degree in planning, urban studies, public administration, real estate or a related field. Five years of responsible experience in positions with economic development and planning activities.

All individuals interested in applying for this position must apply online. The application may be found at the following link: https://selfservice.statecollegepa.us/MSSProd/employmentopportunities/default.aspx

The posting will remain open until the position is filled. A complete copy of the job description is available by contacting the HR Department. E.O.E.

Thank you for your time, and consideration.  
With best regards,

Ed LeClear, AICP  
Director | Planning & Community Development

| pronouns: he/his/him |

Borough of State College  
243 South Allen Street  
State College, PA 16801  
814.234.7109  
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State College Borough
Planner, Senior (Redevelopment)
Job Description

REPORTS TO: Director of Planning
DEPARTMENT: Planning
ROLE & LEVEL: P3
FLSA STATUS: Exempt

WORK OBJECTIVE:
The Senior Planner (Redevelopment) performs a variety of routine and complex administrative, technical, financial and professional work in the preparation and implementation of various redevelopment programs, including real estate and business development efforts. Work is performed under direction with considerable latitude. Position relies on advanced level experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures. Position seeks technical guidance on complex problems or issues. The Senior Planner (Redevelopment) manages complex projects in support of Borough and Redevelopment Authority objectives.

EXAMPLES OF 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.

- Responsible for project prospecting, development and management for public-private economic and community development projects
- Evaluates potential real estate deals involving public resources, pro formas and negotiates terms for assistance
- Responsible for commercial loan management for Redevelopment Authority and Borough programs
- Responsible for the daily operation of property (mainly commercial) rehabilitation/façade improvement programs; addresses issues regarding these programs
- Provides technical and professional advice on property redevelopment programs; communicates official policies and procedures regarding the programs; gathers, interprets, and prepares data for studies, reports, and recommendations
- Prepares and maintains information on property redevelopment programs; responds to requests for information; prepares data sheets and other information; responds to inquiries about the improvement programs
- Receives and reviews grant and loan applications and works with applicants in gathering the essential information required to complete their application; coordinates the processing and issuance of property redevelopment loans
- Prepares agendas and reports and provides primary staff support for the State College Redevelopment Authority
State College Borough
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- Serves as a liaison between the Borough, the Redevelopment Authority and other public, private or nonprofit groups and associations interested in redevelopment and business attraction and development
- Prepares graphics, charts, tables, and miscellaneous promotional materials, for property redevelopment programs
- Identifies possible grants and financing vehicles for redevelopment projects, and manages application and implementation of those financing mechanisms
- Evaluate proposals for tax increment financing, tax abatement and other forms of assistances provided by the Redevelopment Authority and prepare tax increment plans
- Assists in preparation and evaluation of tax credit projects (Historic/Low-Income, etc...)
- Coordinate various initiatives in areas such as small business assistance, economic research and data collection, and information services to attract businesses
- Coordinates project development for publicly led redevelopment projects with design, construction and real estate professionals

**Supervision:**
- None

**KNOWLEDGE, SKILLS, AND ABILITIES**
- Extensive knowledge of economic development programs and their application
- Knowledge of real estate development, land development and financing
- Knowledge of property rehabilitation programs
- Knowledge of loan management
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and PowerPoint)
- Skill in time management and work organization
- Ability to establish and maintain effective and cooperative working relationships with those contacted during work
- Ability to design, conduct, analyze and interpret results of special studies and reports used to evaluate program effectiveness
- Ability to present information clearly, concisely and in an interesting manner to citizen groups, public officials and the public
- Ability to determine the economic and social problems of the Borough and how they relate to community development
- Ability to communicate effectively orally and in writing

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Created: October 2017
Revised: October 2019
In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:
- Master’s degree in planning, urban studies, public administration, real estate or a related field
- Five years of progressively responsible experience in positions with economic development and planning activities.

PHYSICAL REQUIREMENTS:
Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:
Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:
Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.
State College Borough
Planner, Senior (Redevelopment)
Job Description

The job description does not constitute an employment agreement between State College Borough and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

________________________________________  ____________________________
Name (print)                                Supervisor’s Name (print)

________________________________________  ____________________________
Employee Signature                          Supervisor’s Signature

________________________________________  ____________________________
Date                                         Date