

City of Gahanna Department of Development

◆ Temporary (Community Development Planner)

General Definition and Conditions of Work

Responsible for real estate and resource analysis. Community development includes public participation and partnership development. Market research, resource analysis and planning. Commercial retention and expansion program. Liaison to Olde Gahanna Community Partnership, Chamber of Commerce, Industrial Roundtable and Gahanna Events Inc. Blue Ribbon Committee. Responsible for promotional and marketing research and implementation.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken work levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks

Serving as staff liaison with business organizations;
Prepares press releases and promotional brochures;
Conducts research and prepares comprehensive reports;
Serves as staff liaison to the Chamber of Commerce, Downtown Businesses and Industrial Roundtable;
Provides technical assistance to identified community organizations; helps in planning of special events such as Taste of Gahanna and Creekside Festival;
Takes minutes for committees, including OGCP and Industrial Roundtable;
Prepares proposed downtown marketing plan;
Researches, analysis and information development; researches and reviews national legislation such as the Workforce Investment Act of 1998; Transportation Enhancement;
Coordinates special events;
Researches Sister Cities Program to assist in the establishment of international linkages for economic development;
Assist in the coordination the preparation of department goals and objectives, annual reports and progress reports;
Makes personal visits to businesses as part of retention and expansion;
Drafts legal documents such as Quick claim deeds, purchase orders, etc.
Responsible for real estate and resource analysis;
Community development includes public participation and partnership development;
Commercial retention and expansion program;
Liaison to Gahanna Events Inc. Blue Ribbon Committee;

Makes personal visits to businesses as part of retention and expansion; conducts business surveys, analysis for implementation;
Researches zoning law in order to initiate code review and amendments;
Assist with commercial retention and expansion program;
Reviews all planning documents;
Assists with promotions and marketing the City including City recognition and achievement applications.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of urban planning; thorough knowledge of economics, sociology, environmental issues and municipal finances as applied to urban planning; general knowledge of current literature and recent developments in the field of urban planning; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to establish and maintain effective working relationships with associates.

Education and Experience

Masters degree from accredited college or university with major coursework in urban planning, land use, public policy, government or related field.