



**JOB TITLE:** Neighborhood Planner

**EMPLOYER:** ReBUILD Metro, Inc.

**DEPARTMENT:** Planning and Community Engagement

**REPORTS TO:** Director of Planning and Community Engagement

**EFFECTIVE DATE:** 10/14/2022

**MISSION:** The mission of ReBUILD Metro is to restore the history and prosperity of neighborhoods by rebuilding homes and fostering enduring community relationships. We work to ensure that everyone in the communities we serve has a decent and affordable home in a stable and safe environment.

**SUMMARY:** The Neighborhood Planner is responsible for leading ReBUILD Metro's efforts to collect and analyze neighborhood data, provide technical support for the community planning process, and to create community driven neighborhood plans. Therefore, the Neighborhood Planner translates resident's goals for their neighborhood into achievable redevelopment projects.

**DUTIES AND RESPONSIBILITIES:**

- Analyze neighborhood baseline data including but not limited to Census, Baltimore City Planning Department, Baltimore City Housing and Community Development Department, Baltimore Police Department, and Baltimore Neighborhood Indicators Alliance data, and apply State and City codes, ordinances, and regulations.
- Work closely with the Community Engagement Specialist to understand resident perspectives and goals and in field conditions.
- Assist in developing community and resident surveys and maps that highlight assets and liabilities.
- Aggregate, synthesize, and map community survey data including illustrative representations for community feedback.
- Develop plans, strategies and/or recommendations based on data analysis and community survey that include economic and market opportunities and limitations.
- Work closely with the Director of Planning and Community Engagement to identify priorities, schedules, and funding sources to implement neighborhood plans.
- Provide project management support for third party contracts including complex planning studies.
- Attend monthly community and neighborhood meetings during and outside of normal business hours, to include weekends and evenings.

**Compliance**

- Directly (or indirectly through planning staff) ensure the fulfillment of compliance requirements, through the submission of timely reports to internal and external audiences
- Collects and submits required financial documentation for related program and project expenses (invoices, timesheets, etc.)

**Administrative**

- Documents activities and compile data as deemed necessary in a comprehensive and timely manner.



## **SUPERVISORY RESPONSIBILITIES:**

- This job does not have supervisory responsibilities.

## **QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university in planning or related field and two years of professional planning experience. Master's degree in planning or related field preferred.
- Advanced knowledge of the philosophies, principals, practices & techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development.
- Outstanding communication skills, both written and verbal.
- Proficiency with GIS programs and applications.
- Computer skills required: Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook), Presentation Software (PowerPoint).

## **COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Frequently required to talk or hear
- Occasionally exposure to outside weather conditions

- Occasionally exposure to extreme heat or cold (non-weather)
- While performing the duties of this job, the noise level in the work environment is usually moderate
- Occasionally required to lift/push/carry items less than 25 pounds
- Additional remarks regarding work environment This role routinely uses standard office equipment such as computers, calculator, telephones, photocopiers, filing cabinets and fax machines.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*