



## COMMUNITY & ECONOMIC DEVELOPMENT PLANNER

Department: Planning & Community Development

Revised: December 4, 2024

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### DESCRIPTION

Under the administrative and technical supervision of the Director, Deputy Director and Community & Planning Development Supervisor the Community & Economic Development Planner is responsible for:

- Implementing County economic development initiatives and policies.
- Conducting assigned studies, data system development and maintenance, and special projects including gathering of data, preparation of analyses, evaluations, and recommendations; with an understanding of physical, social, economic, and environmental relationships.
- Providing technical support requiring general knowledge of principles, methods and best professional practice of economic development, community planning and municipal government.
- Utilizing assigned resources to meet the economic and community development needs of the County.

### SPECIFIC DUTIES

- Assist with economic planning and development initiatives, data system development/computerization and project implementation.
- Secure grant funding for infrastructure and economic development projects.
- Update and maintain, in coordination with the GIS Division, the PDC Infrastructure Database.
- Interface with and facilitate coordination between the County and other economic development organizations and agencies.
- Coordinate with public and private sector officials in developing functional and project-specific partnerships or geographic community alliances.
- Assist with community development projects.
- Assist with housing studies, programs and initiatives
- Assist with administration and coordination of the County's yearly PHARE grant program.
- Assist the Community Development Supervisor-Lead Planner to administer the County's annual CDBG allocation with technical assistance from SEDA COG.
- Contribute to the design and development of a system to determine the County's economic structure, economic health, and to measure and forecast the impact of change on the County's economy; maintain that system.
- Advocate policy and definitive recommendations in the County Comprehensive Plan and on-going programs to further the economic well-being of the County and promote these recommendations to the appropriate regional Planning Area Teams, multi-municipal

comprehensive plans. Assist with implementation of the County Comprehensive Plan and Multi-Municipal Plans.

- Research and generate an information back to provide economic justification to appropriate public and private ventures to help determine the viability of their projects, to justify proper funding to promote the County's economic growth, and to serve as a competent data source for other planning work.
- Identify and research the project needs, secure local agency/municipal input, design a project ranking system, and compile the annual County Economic Development Capital Investment Plan and revisions as needed.
- Maintain a general knowledge of land use issues and current County and local regulatory controls pertaining to subdivision and land development, zoning, floodplain, storm water and sewage to fulfill County and municipal community and economic development needs.
- Conduct field visits and perform other information gathering duties to investigate or determine economic development opportunities.
- Provide specialized technical assistance to other staff, County agencies, and local governments to facilitate community and economic development and other unrelated functions that require specialized economic development knowledge and skills.
- In coordination with the Community & Economic Development Planner procurement of funding and preparation of revisions to the County Solid Waste Plan.
- Analyze, evaluate and recommend policy to the Director for County Planning Commission, County Commissioners, and local government positions on regional, state, and federal issues.
- Attend public meetings of municipalities and agencies to answer questions, coordinate on projects, and promote community and economic development programs, plans and policies.
- Assist with the dissemination of public information.
- Assist with the recovery of communities and businesses after disaster events; serve on County Disaster Recovery Team; assist with disaster damage assessments.
- Assists with coordination of the County's County Wide Action Plan (CAP)
- Perform other duties as may be needed.

### **SUPERVISORY RESPONSIBILITIES**

Functional supervision and technical guidance of support staff assigned, including clerical staff and interns. Manages consultants on a project basis.

### **WORKING CONDITIONS**

Normal office conditions plus travel, night meetings and occasional fieldwork in areas with natural hazards and during weather extremes; subject to County Human Resources Policy.

### **JOB REQUIREMENTS**

- Bachelor's degree in economics, planning, public administration, geography, urban studies, business administration or other field closely related to the position.
- Training, education, and experience in municipal government, real estate, and community planning is desirable.
- Internship with a Planning Agency is desirable.

- Ability to communicate complex technical and regulatory matters effectively and courteously with regulated or uniformed parties; plus, public speaking and written skills required, and ability to effectively use graphics.
- Knowledge of housing, recreation, and land use planning along with related law and practices is desirable.
- Proficiency with computer systems (preferably current Windows and GIS software) and working familiarity with related office equipment.
- Current valid Pennsylvania driver's license and personal vehicle needed for work-related use.
- Must submit to and pass a drug screening and background check per County policy.

### **LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

#### **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

#### **County of Lycoming is an Equal Opportunity Employer**