



CITY PLANNER I*
(COMMUNITY PLANNER – 21ST CENTURY SCHOOLS)
COMMUNITY PLANNING AND REVITALIZATION DIVISION
CIVIL SERVICE; FULL-TIME
\$63,725- \$102,202



The City of Baltimore, Department of Planning (DoP), Community Planning and Revitalization (CPR) Division is seeking a qualified individual to work closely with community stakeholders on neighborhood planning to leverage investment in the 21st Century Schools Initiative. The DoP is conducting a planning program for the neighborhoods around each of the new or renovated schools. The program is called INSPIRE, which stands for Investing in Neighborhoods and Schools to Promote Improvement, Revitalization, and Excellence. The successful candidate will work with community residents, parents, students, school staff and district planners to develop plans for neighborhood investment in the quarter mile around each 21st Century school.

ESSENTIAL RESPONSIBILITIES

- Lead or assist with INSPIRE planning efforts, including creation and execution of a community engagement process, data analysis, strategy and recommendation development, agency coordination, document preparation, meeting facilitation, etc., as needed or assigned.
- Manage the implementation (process and budget) of community-selected projects in applicable INSPIRE areas, working with community stakeholders, City agencies, and external partners and contractors. Provide support, as needed, to partner community groups and schools seeking additional resources for project.
- Work with the INSPIRE Program Manager to assess program progress, outcomes, and needs and to develop guidance materials for DoP staff working on plans.
- Work with other City agencies to track progress of adopted plan recommendations and to shape recommendations and verify support for plans being developed.
- Work with multiple District Planners and INSPIRE Program Manager to monitor, document and communicate about the status of INSPIRE plans that have been adopted by the Planning Commission.
- Layout or manage layout of INSPIRE plans, Recommendation Reports, information fliers, presentations, and other documents to complete plans.
- Work with INSPIRE Program Manager to develop communication materials including those for the website, program updates, DoP and other newsletter articles, presentations, and others as needed.
- Work with District Planners and INSPIRE Program Manager to recommend projects for inclusion in the City's Capital Improvement Program.
- Work with District Planners and City agencies to prepare 21st Century school design comments for design and site plan meetings. Work with INSPIRE Program Manager, CPR Division Chief, and City agencies to follow up.

- Participate in quarterly 21st Century Coordinating Committee meetings, 21st Century meetings at schools, and other 21st Century meetings as needed.
- Contribute to the Community Planning & Revitalization team by assisting with Citywide planning projects, policies, or special projects, as assigned.
- Provide planning updates and information to elected officials, other agencies, community associations, and general public, including potential investors, non-profits and grant reading.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work with the public and articulate planning issues to many different audiences.
- Demonstrated strong project management skills, with the ability to prioritize, plan, organize, and carry out multiple projects.
- Excellent written and verbal communication skills.
- Ability to envision alternatives to the physical and social environments in which we live.
- Ability to analyze demographic information to discern trends in population, income, employment, and health.
- Knowledge of planning processes and project evaluation.
- Mastery of Microsoft Office software.
- Demonstrated commitment to promoting equity.
- Understanding of the social and environmental impact of planning decisions on communities.
- Self-motivated and results oriented.
- Strong social skills and a demonstrated ability to develop and strengthen relationships with a variety of people.

MINIMUM EDUCATION AND EXPERIENCE

Requirements - A master's degree from an accredited college or university in urban or regional planning, sustainability or environmental studies, historic preservation, architecture, architectural history, nutrition, public administration, public health, or a closely related field such as transportation.

Equivalencies - A bachelor's degree from an accredited college or university in urban or regional planning, sustainability or environment studies, historic preservation, architecture, architectural history, nutrition, public administration, public health or a closely related field such as transportation and one year of experience in performing urban, regional, transportation, environmental, sustainability, food access, emergency or historic designation planning work.

HOW TO APPLY

To apply, visit Baltimore City’s Department of Human Resources [Job Opportunities](#) website and apply to the **City Planner I – Department of Planning** position by the closing date.

Posting Timeline: April 23, 2021 – May 21, 2021

CONDITIONS OF EMPLOYMENT

Finalists must successfully pass drug and alcohol screening, a criminal background investigation, and education verification.

BENEFITS

Baltimore City offers a comprehensive benefits package including medical, dental, vision, and life insurances; 11 paid holidays; retirement plan; and paid leave.

IN LIEU CLASS*

This position is being filled “in lieu” of the current vacant City Planner II position. This recruitment will allow individuals to gain the necessary experience needed to qualify for the vacant class.

ABOUT THE AGENCY

The City of Baltimore Department of Planning is the agency entrusted to guide the physical development of Baltimore as a diverse, sustainable, and thriving city of neighborhoods and as the economic and cultural driver for the region. We are committed to an equitable Baltimore that addresses the needs and aspirations of its diverse population and meaningfully engages residents through inclusive and collaborative processes to expand access to power and resources. More can be found here: <https://planning.baltimorecity.gov/>. We value a workforce built on diversity and inclusion and promote equity as an inherent part of our culture. All applicants regardless of age, race, color, religion, sexual orientation, marital status, national origin, physical or mental disability are welcome.