

**MAJOR FUNCTION**

This is responsible professional contact work developing programs to involve citizens and neighborhood associations in program and project planning, including but not limited to critical area studies, transportation projects and special activities involving one or more of the divisions in the StarMetro Department. An employee in this position must exercise considerable judgment in community engagement. Work is performed under the supervision of a Manager or Supervisor.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates citizen participation programs for planning projects. Coordinates and facilitates citizen involvement in community planning. Communicates with local neighborhood association through such measures as presentations and ongoing communication efforts. Identifies areas of public concerns to establish clearer understanding of City and County planning activities. Provides information to the public relative to community programs and projects as assigned. Communicates and interprets planning goals, policies and priorities to the public. Evaluates the public impact of activities. Research and drafts project reports for review and approval. Keeps supervisor abreast of the progress of work activities and citizen involvement strategies. Performs related work as required.

**Other Important Duties**

Conducts consistency reviews other cases, ordinances, and regulations as they relate to the Comprehensive Plan. Keeps abreast of general and job specific developments related to comprehensive planning. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of planning. Considerable knowledge of laws and regulations related to planning. Ability to communicate effectively both orally and in writing. Ability to develop and coordinate citizen participation programs for planning projects. Ability to address civic organizations or other public and private groups on subjects relative to planning programs and projects. Ability to conduct independent research, evaluate findings and recommend solutions. Ability to establish and maintain effective work relationships as necessitated by job requirements. Skill in the use of microcomputers and related programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, urban planning, journalism, mass communications, public relations, marketing, or a related field and one year of experience in transit services or operations or an equivalent combination of training and experience; or possession of a high school diploma or an equivalent recognized certificate and five years of transit services or public administration experience, two years of which must have included marketing or public relations.

**Necessary Special Requirements**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-25-23