

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/13/12 de

ANNOUNCEMENT NO. 3

**COMMUNITY DEVELOPMENT PLANNER (NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a Non-Competitive examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$10.00 - \$28.54** per Hr.

**FILING OF APPLICATION**

Application must be made on the civil service application form available on-line or in the Civil Service Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JANUARY 27, 2012 AND WILL BE POSTED UNTIL POSITION IS FILLED.**

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under directions, develops, monitors, and facilitates the implementation of neighborhood redevelopment activities through Community development Corporations, Citywide agencies, and other third-party nonprofit organizations. Implements and oversees contracts related to these activities funded through CDBG and other federal, state, and local programs. Coordinates and manages the Department's relationship with non-profit agencies funded to conduct planning, development, and other neighborhood revitalization activities by providing technical assistance to such organizations in the areas of organizational development, strategic and community planning, and community involvement. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree in Urban Planning, Urban Studies, Public or Business Administration, or a related field from an accredited four year college or university is required. Three years of full time paid experience in community planning, community development grants management, or related field is required. (Substitution: Three years of relevant experience may substitute for two years of college; A Master's Degree in Urban Planning, Urban Studies, Public or Business Administration, or related field may substitute for three years of experience.) Must be proficient in Microsoft Office Suites (Words, Excel, Outlook, Power Point, Microsoft Access is preferred) or equivalent software. A valid State of Ohio Driver's License is required. The following are preferred: Fluent in Spanish; Proficient with ArcView or comparable GIS software; Experience in public speaking and facilitating public meetings; Excellent written and verbal communication skills.

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**