

Job Title: Zoning Code Commission Program Coordinator

Salary: Based upon experience

Reports to: Executive Director, Zoning Code Commission

Position: In 2007, Philadelphia voters authorized the City to amend the Philadelphia Home Rule Charter to create a Zoning Code Commission (ZCC) tasked with reforming the Philadelphia Zoning Code. The ZCC consists of 31 members and is chaired by the Executive Director of the City Planning Commission. The ZCC is charged with the task of providing proposed changes to the Philadelphia Zoning Code, including drafts of all legislation, and recommendations on how to proceed with a comprehensive revision of the City's zoning map to City Council by June 30, 2010. The work of the ZCC is presently supported by an Executive Director and consultants. The Zoning Code Commission Program Coordinator will be a second full time staff member whose efforts will help the ZCC to efficiently and effectively carry out its charter mandate.

The Program Coordinator will carry out planning work at an advanced training level. This may involve making detailed studies, analyzing and evaluating findings and proposing methodology, plans and procedures for effectively achieving the growth and improvement of the city through the reform of its zoning code. It is anticipated that the Program Coordinator will be assigned elements of large projects, which will require the exercise of independent judgment.

Work will be performed under the supervision of the Executive Director of the Zoning Code Commission. Assignments will require evaluative thinking and will be carried out in accordance with standard planning practices and general work instructions. The results of completed assignments will form important segments of projects being undertaken by the Zoning Code Commission.

Tasks: It is anticipated that the Program Coordinator will be assigned tasks such as:

- Support the committees of the Zoning Code Commission through activities such as: preparation of agendas; minutes; research; and coordination and communication with committee members.
- Assist with communication between the Zoning Code Commission and public and private entities including other City departments and agencies, quasi-public agencies, the professional community, community residents and civic associations.
- Help support the development and implementation of a robust civic engagement process. This may include the development of public education materials, meeting design and facilitation strategy, and the development of web and other media materials.
- Help develop content for and manage the www.zoningmatters.org website. This will include researching other websites and publications; keeping existing content current and working with consultants to develop new, interactive features on the website.
- Research and develop reports on local, state and national activities that would impact the zoning code reform efforts; study the progress of other cities that have recently updated their zoning codes to help inform Philadelphia's process.
- Perform related work as required.

Required knowledge, skills and abilities:

Knowledge of:

- the scope and objectives of city planning
- physical, social and economic structure of the City of Philadelphia
- the techniques and processes of planning research and analysis
- the theories, principles and trends related to municipal zoning

Skill in:

- project planning;
- the use of standard graphic and drawing equipment
- the use of Microsoft Office Suite, Adobe, and graphics software.

Ability to:

- establish and maintain effective working relationships with associates, civic, community and business groups and the general public
- analyze complex problems and reach sound conclusions
- formulate original plans and reports and present presenting solutions to planning problems, in accordance with accepted planning principles
- present ideas effectively in oral, written and graphic form
- work independently, be flexible and self-directed
- be a strong team player
- able to identify and resolve conflict

Education and experience:

- Completion of a minimum of a bachelor's degree program at an accredited college or university with a degree in planning or a related field such as urban studies, architecture, urban design, law or real estate; and
- One year of experience in one of the fields identified above.
- Any equivalent combination of education and experience determined to be acceptable.

Additional requirements

- Ability to physically perform the duties and to work in the environmental conditions required of this position.
- Must be a City resident, or willing to relocate to the City within six months.
- Must be able to work evening and weekend hours, as required.

Application process

- Submit a cover letter, resume, and short (two-three page) writing sample to: eva.gladstein@phila.gov. No telephone calls, please.
- Applications will be accepted until the position is filled.
- The City of Philadelphia is an Equal Opportunity employer.