

**The Governor's Office of Storm Recovery
Job Description**

Title: Senior Community Planner
Department: NY Rising Community Reconstruction Program
Reports to: Director, NY Rising Community Reconstruction
Contact: Jeanmarie Buffett, Director – Long Island
Jeanmarie.Buffett@stormrecovery.ny.gov

Position Summary

The Senior Community Planner plays a critical role in developing and implementing the community-driven projects and programs emerging from the Community Reconstruction planning process on Long Island. She or he will work closely with GOSR senior staff, community members, and local and state officials. The Community Planner will report to the Long Island Director, NY Rising Community Reconstruction.

Responsibilities include, but are not limited to the following:

- Managing the implementation of projects developed through the Community Reconstruction planning process.
 - Developing project schedules and working with local-government, non-profit, and state agency subrecipients to ensure that project schedules are maintained.
 - Reviewing project deliverables and holding subrecipients accountable to deliverable deadlines.
 - Assisting in the review of subrecipient procurement materials and other records.
 - Reviewing key program documents which include but are not limited to project pre-applications, applications for funding, subrecipient agreements, and amendments to agreements.
 - Reviewing and approving subrecipient requests for payment.
- Managing project coordination consultants and leveraging consultant resources to help ensure that all Community Reconstruction projects are implemented in compliance with State and Federal rules and GOSR requirements.
- Providing technical assistance to subrecipients as necessary.
- Coordinating with GOSR support teams and programs including infrastructure, finance, legal, policy, monitoring and compliance, diversity and civil rights, and procurement and contract administration.
- Briefing GOSR senior and executive staff on project and program status as necessary.
- Providing technical assistance to grassroots Community Reconstruction planning committees
- Working closely with program staff to manage planning consultants.
- Providing technical guidance on a range of topics related to community planning, economic development, identification of community assets, risk reduction, and redevelopment, including local land use, zoning, and rebuilding.
- Coordinating with local, State, and Federal regulatory and capital agencies.

- Assisting communities to apply for appropriate State and Federal grant and loan programs and identifying other opportunities to finance projects consistent with the expressed priorities of the plan, as directed.
- Coordinating public engagement events during the implementation process as necessary and keep Planning Committees and the general public updates on program progress.
- Solving problems and adapting to changing circumstances to ensure program success.
- Liaising with the Dormitory Authority of the State of New York (DASNY) and other state agencies to assure the successful completion of projects.
- Initiating and support inter-agency and intergovernmental dialogue to support program implementation.
- Supervising the work of administrative assistants and junior Community Reconstruction team members.

Qualifications

- Bachelor's degree and 8 years of full time experience or a Master's degree and 6 years of full time experience in urban or community planning, architecture or landscape architecture, or other related field are preferred.
- In-depth understanding of local government operation in the Long Island region, planning principles, community economic principles, plan/project development and execution
- Knowledge of storm damage and flooding, risk reduction measures, and redevelopment issues
- Skills and knowledge to assist communities and state agencies in addressing post-storm reconstruction to achieve a more resilient condition and economic recovery
- Well-organized, clear, concise writing ability for both technical and non-technical audiences
- Well-organized, clear, presentation ability for both the general public and planners
- Efficient use of time and ability to manage multiple priorities and tasks in fast-paced, deadline-driven environment
- Strong interpersonal skills and the ability to interact with diverse stakeholders in a professional manner
- Sound judgment, creativity, and initiative in project management and solving problems related to fiscal and programmatic realities
- Proficiency in Word, Excel, and PowerPoint, as well as programs such as InDesign and ArcGIS