

**Position Title:** Urban Planner (Program Specialist V)

**Hawaii Community Development Authority (State of Hawaii)**

The Hawaii Community Development Authority's (HCDA) responsibilities include planning, regulation, and development of underutilized areas of the State as designated by the Hawaii State Legislature. Currently, HCDA's community development districts (CDD) include the Kakaako CDD near downtown Honolulu, the Kalaeloa CDD in leeward Oahu, and the Heeia CDD in windward Oahu. This job opening is for a full-time senior level position within HCDA's Planning and Development Branch located at the recently renovated historic American Brewery Building (547 Queen St. Honolulu).

**Essential Duties/Functions:**

- A.** Directs and coordinates the review and evaluation of development project proposals for conformance to the Kakaako Plans and Rules and the requirements for application. Recommends changes to development proposals and makes a final recommendation to the Director of Planning & Development and/or the Executive Director on the action that should be taken on the applicant's request.
- B.** Plans, organizes and coordinates research, analyses and planning studies for specific Planning or development projects as directed.
- C.** Assesses the need for and proposes amendments to the Kakaako Plans and Rules on the basis of sound planning principles and rule-making requirements. Directs and coordinates the preparation of necessary amendments.
- D.** Provides consultation services to persons seeking to understand the requirement of the Kakaako Plans and Rules for development or other purposes. Advises applicants on specific concerns related to design, open space and other criteria, which must be met prior to HCDA's approval of any development project application.
- E.** Works directly with federal, state and county officials and staff for the purpose of Establishing and maintaining effective working relations and achieving agency and plan objectives. Represents the Director of Planning & Development in this function when necessary or appropriate.
- F.** Conducts and/or participates in public presentations including public informational meetings, public hearings, legislative hearings and other public meetings. Also makes presentations to the Executive Director and to other groups such as clubs or college classes. Performs other duties as assigned, such as being a member of a project group.
- G.** May manage activities related to HCDA's development projects such as: managing architectural/engineering design and construction contracts; supervising infrastructure planning and construction; conducting property appraisals and negotiating land acquisitions and disposals.
- H.** In the absence of the Director of Planning and Development, may supervise

planning and engineering staff as necessary in performing duties. May be required to represent HCDA in professional and public relation matters outside the agency.

## **RECOMMENDED QUALIFICATIONS**

### **A. Knowledge:**

Purposes, principles and practices of public planning; the planning process; general research sources and sources of socio-economic information; research and statistical methods and techniques used in public planning; report writing; governmental organization, programs and functions; public relations; and trends in public planning.

### **B. Skills/Abilities:**

Organize, direct, coordinate and conduct the planning, zoning and plan enforcement activities for a major community development district project affecting broad areas of community life and development; organize, direct, coordinate and conduct special planning projects related to any aspect of community development, such as housing or recreation; establish and maintain effective relationships with public and private groups and individuals including the formulation of cooperative agreements; assign, review and evaluate the work of others; speak and write effectively; and speak effectively before groups. Make project presentations, argue planning and rules issues. GIS and/or 3D modeling experience a plus.

### **C. Education:**

Graduation from a college or university with a baccalaureate degree in planning, engineering, architecture, economics or public or business administration.

### **D. Experience:**

Six years of progressively responsible professional planning experience\* that required the application of planning principles to the solution of planning problems related to land use, urban design, public facilities or private development planning, of which at least two years must have been related to urban community development or redevelopment planning

\*Masters degree in urban or regional planning or completion of the certificate in planning studies in the Department of Urban and Regional Planning Program in conjunction with a Masters degree may be substituted for 2-1/2 years of professional planning experience. Other substitutions are subject to review and consideration by the Executive Director.

## **Compensation/Benefits:**

Compensation commensurate with experience. The State of Hawaii offers an attractive benefit package. Summary of benefits included here:

<https://dhrd.hawaii.gov/wp-content/uploads/2017/06/Benefit-Summary-Booklet-FINAL-051617.pdf>

## **How to Apply / Contact**

Send resume with work experience and samples of work to [dbedt.hcda.contact@hawaii.gov](mailto:dbedt.hcda.contact@hawaii.gov)