



Wooster, Ohio

City of Wooster is Now Hiring a City Planner

The City Planner is responsible for all aspects of planning, researching, and analyzing data related to City planning and zoning. This position serves as an administrative liaison to various boards and commissions, and enforces the City's planning and zoning codes. The position has substantial interface with all the departments of the City, city residents, developers and contractors. The City Planner will work cooperatively with others and establish effective working relationships with citizens, developers, and public officials.

Qualifications:

- Bachelor's Degree in Planning/closely related field
- Five years progressive experience in City Planning
- Valid Driver's License
- Master's Degree in Planning preferred
- AICP certification preferred or able to obtain
- GIS Certification preferred

* Excellent Wage and Benefit package including but not limited to medical, dental, vision, life insurance, long-term disability, educational assistance and other voluntary benefits

*Ohio Pension Employee Retirement System (OPERS) participation with 3.5% additional employer pick-up

* Earn vacation and sick benefits as soon as you begin work

*Experience a great work atmosphere and work life balance

* And many more benefits

Become part of a team that values

- Accountability & Continuous Improvement
- Leadership & Management
- Respect & Communication
- Honest & Integrity
- Stewardship & Trust
- Safety



A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. The application deadline is Sunday, October 24, 2021.

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	City Planner	CLASSIFICATION:	Unclassified
DIVISION:	Planning & Zoning	FLSA STATUS:	Exempt
DEPARTMENT:	Community Service & Development	PAY SCHEDULE:	Management
REPORTS TO:	City Engineer/Director of Administration	PAY GRADE:	7
SUPERVISES:	n/a	MINIMUM:	\$65,447
		MAXIMUM:	\$103,345

Job Summary

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Essential Job Functions and their Measure

1. Responsible for the planning, researching and analysis of data related to City planning and zoning.
 - a. Analyzes reports, maps, drawings and plans; reviews site plans, annexations, subdivisions, zoning/rezoning changes and variances before submission to the Planning Commission and/or Board of Zoning Appeals
 - b. Researches and analyzes planning issues and determines project schedules and priorities
 - c. Uses GIS mapping and all other tools/applications as it relates to planning and zoning projects
 - d. Handles and investigates planning/zoning violations and complaints
 - e. Advises and assists single/two family residential building inspector with zoning permits and violations/complaints
 - f. Reviews and issues multi-family, commercial, institutional and industrial zoning permits
 - g. Meets with and advises applicants going before boards and commissions; reviews applications/proposals
 - h. Manages public input processes and policy development
 - i. Prepares neighborhood level plans for adoption and implementation
 - j. Administers the comprehensive plan for the City
 - k. Enforces the planning and zoning code; performs inspections, issues zoning and sign permits
 - l. Administrative liaison to the Planning Commission, Board of Zoning Appeals and Design and Review Board
 - m. Assists and supports GIS program with the City Engineering Division
 - n. Completes all records and reports as required

2. Responsible for effective verbal, written and electronic communication with all customers
 - a. Communicates status of workload to City Engineer / Director of Administration
 - b. Answers day to day questions via telephone, mail, e-mail and in person visits regarding current, proposed and future development proposals/projects
 - c. Prepares the annual report based upon specified timeframes
 - d. Prepares and presents public presentations on special projects incorporating graphs, charts and other visual aides
 - e. Prepares yearly population and housing unit estimates and provides documentation as specified
 - f. Prepares meeting agendas and memos for Planning Commission, Board of Zoning Appeals, and Design & Review Board
 - g. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - h. Communicates information accurately and timely

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- Must have a bachelor's degree from an accredited school with a major in Planning or closely related field
- Must possess a valid Ohio vehicle operator's license. Must meet insurability guidelines.

Work Experience

- Five years of progressively responsible experience in city planning required
- Master's degree with a minimum of five years of experience in city planning preferred
- Prefer certification with the American Institute of Certified Planners
- GIS experience preferred, specifically ESRI GIS applications.

Knowledge, Skills & Abilities Required

- Ability to solve complex mathematic problems
- Knowledge of principles and practices of city planning and zoning including land use planning, community planning, redevelopment and comprehensive planning
- Knowledge of city, state and federal regulations pertaining to the city planning and zoning
- General knowledge of the principles of public speaking
- A strong understanding of city ordinances and code requirements in order to ensure and enforce compliance
- Must exercise independent judgment regarding matters of significance and follow through
- Ability to initiate and execute assignments with minimal supervision
- Ability to think analytically
- Ability to obtain professional AICP certification
- Ability to learn and use a variety of software systems

Physical Requirements

- Primary duties are performed in a public office building environment with some field assignments
- Clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and to communicate effectively with others in person and over the telephone
- Sufficient visual acuity which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written materials and documents.
- Sufficient manual dexterity which permits the employee to operate standard office equipment and a personal computer
- Sufficient mobility and flexibility which permits the employee to work in an office environment

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____