

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
FOR IMMEDIATE POSTING
November 27, 2017

Job Title: Planner
Type of Appointment: Full-time position with benefits
Department: Planning
Starting Salary: Mid- fifties, DOQ
Application Deadline: January 5, 2018

GENERAL DEFINITION OF WORK:

Performs responsible professional work assisting in the development of land use, commercial redevelopment and neighborhood plans; design review, site plan review; assistance with special projects; does related work as required. Work is performed under the regular supervision of the Director of Planning.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing historic preservation plans, policies and programs; writing and administering grants; managing City bicycle plans and related initiatives; preparing graphic materials and maps; conducting research; reviewing site plans; administering design review programs; assisting with special physical planning projects and management of City initiatives; maintaining records and files; preparing reports; assisting boards, commissions, committees and elected officials. *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Prepares and updates short- and long-range comprehensive, neighborhood improvement and bicycle plans. Assists with implementation of plans.
- Researches grant opportunities and prepares grant applications to support adopted plans; assists with grant administration.
- Assists with neighborhood planning and programs.
- Assists Landmark Commission with awards and educational programs, designation of landmark properties and other related functions.
- Provides staff assistance to Landmark Commission, Public Art Committee and other boards, commissions, committees and citizen groups served by the department.
- Conducts research and analysis on a variety of planning topics, including national trends, housing, Census and demographic data, real estate information, best practices, etc.
- Assists in preparation of policy papers, memos and reports for commissions, boards, committees and elected officials.
- Attends meetings of boards, commissions, committees and groups relating to department activities.
- Assists with special projects that require physical planning and design skills such as signage design, mapping, streetscape design and park design.
- Helps prepare ordinances necessary to implement plans, policies, etc. Interprets ordinance and code provisions for developers, architects, engineers and general public.
- Performs site visits, field work and other related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate will be a self-starter with a passion for innovative community planning, excellent writing skills and ability to work on multiple projects concurrently. Other desired knowledge, skills and abilities include: thorough knowledge of the principles and practices of urban design, historic preservation and planning; basic understanding of architectural styles; ability to read construction, architectural and site plans; ability to research, gather and interpret technical and statistical information and prepare technical reports; proficiency in desktop publishing, mapping and graphic systems; ability to enforce ordinances and codes with firmness, tact and impartiality; ability to establish and maintain effective working relationships with City officials, contractors, architects, land developers, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in planning, architecture or a related field and 2 years professional experience in urban planning, historic preservation or community development activities. Grant writing experience preferred.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires walking, talking, reaching, grasping and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**PLEASE SEND COVER LETTER WITH RESUME TO: HUMAN RESOURCES DEPARTMENT,
3400 LEE ROAD, SHAKER HEIGHTS, OH 44120 OR human.resources@shakeronline.com**

EQUAL OPPORTUNITY EMPLOYER