



Job Announcement

CITY PLANNER

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The City of Miamisburg, Ohio (pop. 20,000), a historic suburban community in the south Dayton metropolitan region is accepting applications for the position(s) of City Planner. Miamisburg is a progressive and growing community that retains its small-town charm with a historic downtown as well as mixed-use commercial and housing developments offering a high quality of life and services to its residents.

The City Planner reports directly to the Development Director and performs a variety of routine as well as complex administrative, technical and professional work. The City Planner is responsible for the implementation of land use, development and related City plans and policies. This individual will present projects and provide guidance/recommendations to City Council, Planning Commission, Board of Zoning Appeals, Downtown Miamisburg, Inc., civic groups and the general public; review development and related land use permit applications, site plans and variance applications; review applications for compliance with zoning, subdivision and related regulations; provide technical assistance for long range planning projects; assist city staff in the enforcement of local ordinances and interpreting city codes and master plans; assist in designs for parks, streetscapes, landscapes and other municipal projects; and prepares and administers grant applications/projects.

This position will also play a role in the community development functions within the City on housing and neighborhood enhancement programs as well as the coordination and promotion of downtown revitalization and economic development.

Education & Experience:

- Bachelor's degree from an accredited college or university in Architecture, Land-Use or City/Urban Planning, Community Development, or related field.
- At least three years of progressively responsible experience in city or regional planning, and excellent oral and written communication skills. AICP certification and public sector experience are preferred.
- Experience or education in one of more of the following areas: grant writing, neighborhood enhancement, social service, housing, historic preservation, economics, public relations, communications, marketing, design, journalism, planning, business administration, public administration, retailing, volunteer or nonprofit administration.
- Experience in Capital and Operating budget development and management.

A combination of education, experience and training may be applied in accordance with the City of Miamisburg policy.



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Additional Preferred Qualifications

- Operational knowledge of current Microsoft Office Suite software, design software, social media platforms, and website management or design.
- Be sensitive to design and preservation issues and understand the issues confronting downtown businesses, property owners, public agencies and community organizations.
- Be able to communicate with and problem solve with downtown businesses, property owners, residents, public agencies, and community organizations in a manner that is both effective and encourages a continued positive working relationship.
- Be energetic, imaginative, motivated, well-organized and capable of functioning independently with minimal day -to -day supervision or direction.
- Strong organizational, interpersonal and conflict management skills.
- Excellent verbal and written communication skills.

Compensation & Benefits

The 2021 salary range for this position is \$67,712.16 - \$86,637.80 DOQ and the City offers an excellent benefits package. Interested individuals should submit their application, resume and cover letter to Human Resources Director, Leslie Kohli, at hr@cityofmiamisburg.com. Applications are required and can be found at www.ci.miamisburg.oh.us. Review of applications will begin Friday, October 1st and will continue until position is filled.

Disclaimer: The City of Miamisburg considers all applicants for all positions without regard to race, color, religion, gender, sex, national origin, age, disability, veteran status, or any other legally protected status.