

# City of Streetsboro



## **JOB POSTING**

Deadline: December 17, 2021

JOB TITLE:	ASSISTANT PLANNER
DEPARTMENT:	PLANNING & ZONING
IMMEDIATE SUPERVISOR:	DIRECTOR OF PLANNING & ZONING
STATUS:	FULL-TIME EXEMPT, UNCLASSIFIED
COMPENSATION:	\$60,000.00 - \$75,000/Annual

### **POSITION SUMMARY**

The Assistant Planner position performs professional and administrative duties related to city planning, zoning, and code enforcement. Responsibilities include, but are not limited to, initiating, implementing, monitoring, and updating municipal planning activities and community designs, grant writing, and review of all residential, commercial, and industrial development and redevelopment proposals. Responsibilities also include guiding growth to appropriate areas of the City as outlined in various City planning documents and building relationships with municipal departments, boards, businesses, and residents. The Assistant Planner reports directly to the Director of Planning and Zoning.

- Evaluates or assists in the evaluation and analysis of rezoning, zoning text amendments, site plans, conditional use permits, variances and other development/redevelopment proposals. Assists the Director with preparation of staff reports.
- Answers inquiries regarding the Zoning Ordinance, practices, principles, and procedures, providing instruction to the public on proper application of codes and standards.
- Remains available to support and assist staff in serving the customers of the department. Answers day-to-day questions via telephone, mail, e-mail and in-person visits regarding current, proposed and future development proposals/projects.
- Meets with and advises applicants going before boards and commissions; reviews applications/proposals.
- Provides technical assistance on planning and development issues.
- Supports the Director in working with the Planning and Zoning Commission, Board of Zoning and Building Appeals, City Council, and staff on public policy issues and planning procedures.
- Assists with and completes independent review of moderately difficult development proposals and site plan review for conformance with codes, plans and applicable regulations.
- Assists in review of zoning certificate applications; prepares application for Director's final review and approval.

### **Department of Human Resources**

9184 State Route 43, Streetsboro, OH 44241 P:330.626.4942 F:330.626.6087

[www.cityofstreetsboro.com](http://www.cityofstreetsboro.com)

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- Inspects new developments for compliance with City site plan approvals. Conducts field inspections for all new construction and change of use for purposes of determining compliance with applicable zoning standards and certificates.
- Administers the provisions of the planning and zoning ordinances.
- Assists residents, applicants and other agencies to streamline processing and implementation of community planning projects and programs.
- Prepares text amendments to the Zoning Ordinance, as directed.
- Assists with the implementation of programs and activities in conjunction with the City's planning goals.
- Investigates complaints from residents and contractors recommending appropriate corrective measures.
- Acts as liaison with other City departments and teams established for specific projects to provide information to prospective developers on City requirements.
- Maintains confidentiality of work-related issues and City information.
- Responds to requests in a timely manner and meet required deadlines.
- Conducts field evaluations and assessments.
- Performs related duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to ensure that individuals with disabilities are able to perform the essential functions.

- Bachelor's Degree from an accredited four-year (4) college or university with a degree in planning or related field and 2 - 5 years related experience and/or training in municipal planning; or equivalent combination of education and experience. Master's Degree is preferred. Plan and permit review experience highly desired.
- 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 city planning and zoning.
- At least two years of progressively responsible experience in city or regional planning, and excellent oral and written communication skills. Public sector experience is preferred.
- Knowledge of relevant specialization such as land use /zoning, transportation planning, environmental planning, urban design, housing and historic preservation.
- Prepares and presents public presentations on special projects incorporating graphs, charts and other visual aids.
- Writes routine reports and correspondence. Ability to speak effectively.

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- Works with mathematical concepts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
- Solves practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to recognize potentially unsafe conditions and behaviors and correct them in a positive and appropriate manner.
- Operational knowledge of current Microsoft Office Suite software, design software, social media platforms, and website management or design.
- Be energetic, imaginative, motivated, well organized and capable of functioning independently with minimal day-to-day supervision or direction.
- Strong organizational, interpersonal communication and conflict management skills.
- Understands basic residential and commercial/industrial construction practices, including the ability to read and understand construction drawings and site plans.
- Must possess a valid State of Ohio driver's license with an acceptable driving record.
- Must be eligible to work in the United States.

Applications are available on the City's website at [www.cityofstreetsboro.com](http://www.cityofstreetsboro.com) Department/Human Resources. Forward a completed, signed City employment application, cover letter, resume, and (3) references to [Slockhart-reese@cityofstreetsboro.com](mailto:Slockhart-reese@cityofstreetsboro.com) or mail to:

City of Streetsboro  
Human Resources Dept.  
9184 S.R. 43  
Streetsboro, Ohio 44241

The City of Streetsboro is an Equal Opportunity Employer

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