

**CITY OF NORTH OLMSTED  
PLANNER**

The City of North Olmsted Division of Planning is seeking a Full-Time Planner. The starting salary and job description are listed below. Qualified candidates may mail, email or fax their resume, salary history, references, up to 3 writing samples and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted  
Department of Human Resources  
5200 Dover Center Road  
North Olmsted, Ohio 44070  
Fax: 440-777-4332  
e-mail: [vanschoork@north-olmsted.com](mailto:vanschoork@north-olmsted.com)  
EOE**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Under general supervision and direction of the Director of Planning and Development, the Planner is responsible for performing skilled City planning, zoning, development and historic preservation work. The Planner provides numerous and varied services to assist the Director, boards and commissions and residents.

**QUALIFICATIONS:** An example of acceptable qualifications:

Bachelor's degree from an accredited four-year college or university in Planning, Public Administration, or a related field; or any combination of training, education or experience which provides the desired knowledge, skills and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must have a valid State of Ohio Driver's License; must remain insurable under the City's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, digital camera, other standard business office equipment, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.), and has exposure to possible injury due to unclean or unsanitary conditions. Must frequently lift and/or move up to thirty (30) pounds. Note: In accordance with

the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

### **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

#### **ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Reviews or assists in the review of development proposals and site plans for conformance with codes, plans and regulations; evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, variances and other proposals; prepares and presents detailed reports on development proposals to government bodies; conducts field evaluations and assessments; etc.
2. Serves as liaison for the department; provides professional guidance to various boards and commissions and other committees as determined by the Director of Planning and Development; meets with community groups and other interested parties for purpose of promoting City programs, policies and initiatives; seeks to resolve problems and exchange information with residents, officials, developers and business owners; attends evening/weekend meetings and city events as necessary; etc.
3. Develops planning studies and reports in support of new and updated plans, programs and regulations; evaluates current functions and operations for efficiency and makes appropriate adjustments; etc.
4. Collects and summarizes a variety of statistical data and prepares reports and maps on topics such as census information, land use, housing, tax base data, occupancy rates, etc.
5. Provides input into the preparation of capital and operating budgets; etc.
6. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
7. Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

#### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** City and department goals and objectives\*; City and department policies and procedures\*; North Olmsted Codified Ordinances\*; government structure and process; project management; local geographic area; planning and zoning; regulations and laws governing land use; public relations; community resources and services; Munis software\*.

**Skill in:** using required office equipment; Microsoft Office products including Word, Excel, PowerPoint and Outlook; basic graphic design.

**Ability to:** interpret extensive variety of technical material in codes, journals and manuals; deal with many variables and determine specific action; read development plans; understand, interpret and apply laws, rules or regulations to specific situations; exercise independent judgment and discretion; compile and prepare well-written reports; prepare accurate maps, charts, graphs or plans; respond to routine inquiries from public and/or officials; conduct effective interviews; understand a variety of written and/or verbal communications; manage multiple projects and meet deadlines; develop and maintain effective working relationships; prepare and deliver presentations; communicate effectively.

**POSITIONS DIRECTLY SUPERVISED:** None

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

**Salary Range**

\$40,996.80 annual - \$71,260.80 annual