

**CITY OF NORTH OLMSTED  
PLANNER**

The City of North Olmsted Economic & Community Development Department is seeking a Full Time Planner. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department by January 14, 2022.

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

**CITY OF NORTH OLMSTED  
JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Under general supervision and direction of the Director of Economic and Community Development, the Planner is responsible for performing fully skilled City planning, urban development or historic preservation work. The Planner provides numerous and varied services to assist the Director, boards and commissions, and residents. Responsible to use Munis software as required for departmental functioning.

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

Bachelor's degree from an accredited four-year college or university in Urban Planning, Public Administration, or a related field are preferred; 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, 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:  
JOB DUTIES**

**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 re-zonings, 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 (e.g., provides professional guidance to various boards and commissions and other committees as determined desirable by the Director of Economic & Community Development; meets with community groups and other interested parties for purpose of promoting City programs and division objectives, policies; seeks to resolve problems and exchange information with residents, officials, vendors; 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, tax base data, occupancy rates, etc.
5. Assists Director of Economic & Community Development with 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, department, and division goals and objectives;\* City, department, and division policies and procedures;\* personnel rules and regulations; government structure and process; project management; local geographic area; Rural and Urban regulations and laws governing planning, zoning, and construction; rural and urban planning; public relations; community resources and services; Munis Software.\*

**Skill in:** use of office equipment.

**Ability to:** interpret extensive variety of technical material in books, journals, and manuals; deal with many variables and determine specific action; understand, interpret, and apply laws, rules, or regulations to specific situations; exercise independent judgment and discretion; compile and prepare reports; prepare 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; read development plans; develop and maintain effective working relationships; prepare and deliver speeches and presentations; communicate effectively.

**POSITIONS DIRECTLY SUPERVISED:** None

**Starting Salary Range**

\$40,999.92 annual - \$69,290.00 annual