



CITY PLANNER Job Announcement

Posted February 7, 2024

The City of Blanchard seeks a qualified candidate to perform the role of the:

CITY PLANNER

The incumbent of this role performs professional planning work in the implementation and enforcement of the zoning code, subdivision regulations, Vision 2035 Comprehensive Plan, and other related development regulations, codes and ordinances. This position serves as the staff liaison to the Planning Commission and the Board of Adjustment, and as the staff liaison between the Planning Commission and the City Council, and the incumbent will work with developers, property owners, community members, and other departments of the City in regard to land use and planning issues, and perform related work as required.

Essential Tasks:

- Acts as a liaison between community members, development professionals, staff, and the City's zoning and development related boards, including the Planning Commission, the Board of Adjustments, and the City Council
- Guides zoning classification changes, subdivisions, variances, and other proposals through the relevant processes, and evaluates or assists in the evaluation of those proposals, including the preparation of reports and/or presentations to relevant staff members and/or boards
- Coordinates staff review of public and private development projects, including review of proposals for conformance with the Vision 2035 Comprehensive Plan, as well as the zoning code, subdivision regulations, and other related regulations
- Provides information to the public regarding zoning, planning, and development regulations and other inquiries
- Recommends changes to codes, rules, ordinances, and other regulations as appropriate
- Acts as the City's Floodplain Manager; maintains credentialing, permitting and inspections to continue the City's membership in the National Flood Insurance Program
- Represents the City at various events and meetings, including some which may be after-hours or outside of the community, and specifically including meetings of the boards to which the position serves as staff liaison

Qualifications:

- Knowledge equivalent of a Bachelor's Degree in Regional and City Planning or a closely related field; and such training and/or experience as would provide the applicant the capabilities of performing the essential tasks listed.
- Knowledge and experience in construction processes.

- Comprehensive knowledge of the principles and practices of urban planning, and knowledge of the economic, social, and physical needs of a community.
- Excellent oral and written communication skills and interpersonal skills, including ability to establish and maintain professional and effective relationships with staff, community leaders, and the general public.
- Ability to understand, interpret, explain, and apply laws, regulations, ordinances, policies, plats, maps, and similar documents.
- Ability to draft ordinances and other documents intended to become legal documents.
- Knowledge of Microsoft Office, internet application, and additional relevant software.
- GIS and other technical software knowledge a plus.

Benefits:

- Medical benefits paid on behalf of the employee. Fifty percent (50%) of benefits paid for spouse or child.
- Nationwide Retirement Solutions Plan.
- 10 paid vacation days per year.
- 10 paid sick days per year.
- 9 paid holidays per year.
- 1 floating holiday, chosen by the employee, per year.
- Position qualifies for Administrative Day – one additional paid day off per month, subject to City's Administrative Day policy
- Life Insurance paid on behalf of the employee.
- Employee Assistance Program.

Expected Salary:

- Starting salary to range between \$40,000 – \$58,000 DOE/DOQ

Please send resumes and job applications to payroll@cityofblanchard.us