

# CITY OF SANDUSKY

## POSITION ANNOUNCEMENT

Planner  
Planning Department

The City of Sandusky is accepting applications for the position of Planner. The person in this position will perform a variety of duties with the purpose of assisting the Planning Director in addressing the planning and development needs of the city. The ideal candidate for this position will possess a Bachelor's degree from an accredited college or university in Public Administration, Planning or related field with a minimum of two years' experience working with local government in Planning or Community Development. A comparable combination of experience and education will be considered. Salary is negotiable and will commensurate with experience and education.

Applications and position descriptions can be obtained at: <http://www.ci.sandusky.oh.us/administrative/job-announcements.htm>

A completed application and resume should be submitted to the City of Sandusky, Department of Administrative Services, Attn: Connie S. Nicholson @ [cnicholson@ci.sandusky.oh.us](mailto:cnicholson@ci.sandusky.oh.us) or 222 Meigs Street, Sandusky, OH 44870.

**Application Deadline:** The initial review of applications will be June 15, 2018 and will continue until the position is filled.

**JOB DESCRIPTION**  
**Planner**  
**Pay Range A4**  
**Department of Community Development**

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**Job Title: Planner**

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**Reports To: Planning Director**

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**Supervises Directly: None**

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**Supervises Through Subordinates: None**

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**Purpose for the Position:**

***To assist in addressing the planning and development needs of the City as identified by the department, City Manager, and City Commission.***

**Essential Responsibilities:**

*Assists in completing land use and zoning studies.*

*Writes Planning Commission, Landmark Commission and Zoning Board reports.*

*Conduct correspondence and responds to inquiries related to planning, zoning, and development matters.*

*Prepares or assists in preparing grant applications as necessary for various types of grant funds.*

*Prepares various presentation materials such as maps, graphs, charts, brochures, etc.*

*Assists in completing special studies and projects as they pertain to redevelopment in the City.*

*Assists Planning Director in the formulation and development of plans, policies, procedures, goals, objectives and regulations necessary to achieve an effective level of organizational performance within the assigned unit of the City.*

*Reviews applications for Certificates of Appropriateness.*

*Ability to understand and communicate written instructions.*

*Related and other duties as required.*

*Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.*

*Must report for work at required time and date and maintain a responsible attendance record.*

*The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.*

*The avoidance of violent behavior that threatens the safety of other employees.*

**Skills and Abilities:**

*Analyze and interpret both current and historical information that relates to the research subject.*

*Understand and use the theories and methods of research in your particular field.*

*Organize detailed research notes into logical outline.*

*Write reports of findings.*

**Physical Demands:**

*Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1\3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Seeing. Hearing. Feeling. Reaching. Handling.*

**Environmental Conditions:**

*Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.*

***Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.***

**Reasoning Development:**

*Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Deal with several abstract and concrete variables.*

**Math Development:**

*Deal with system of real numbers; algebraic solution of equations; and probability and statistical inference. Apply fractions, percentages, ratio and proportion.*

**Language Development:**

*Read newspapers, periodicals, journals, and manuals. Write business letters, summaries, and reports, using prescribed format, and conforming to all rules of punctuation, grammar, diction, and style. Participate in discussion and debates. Speak extemporaneously on a variety of subjects.*

**Relationships to Data, People and Things:**

***Data:*** *Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data; executing determination of and/or reporting on events.*

***People:*** *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.*

***Things:*** *Handling: Using body members, handtools, and/or special devices to work, move, or carry objects or materials. Involves little or no latitude for judgement with regard to attainment of standards or in selecting appropriate tool, object or material.*

***To do this job, you must have the following licenses or certifications before being hired:***

*Ohio driver's license*

***To do this job, you must have the following amount of total education and/or experience:***

*High School Diploma*

*Bachelor's degree in Planning, Public Administration or related field and 2 years experience in Planning or Community Development.*

*OR, an equivalent level of education and experience.*