

City of Wilmington



MICHAEL S. PURZYCKI
Mayor

PLANNER I

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SALARY GRADE: "N" - \$46,677 per year to \$56,835 per year

MINIMUM QUALIFICATIONS: Graduation from a four-year college or university in urban planning or closely related field and some work experience in the field of professional planning; or a Master Degree in urban or regional planning; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

REQUIREMENT(S): Must pass a criminal background investigation, pre-employment physical, and drug test. Possess and maintain a valid Delaware driver's license with a good driving record.

NATURE OF WORK PERFORMED: This position handles responsible work in the field of urban planning in the Department of Planning and Development. Under the general guidance of the Director of Planning, or an assigned senior staff member, the Planner I independently conducts research, collects data, designs studies, formulates, and evaluates alternative courses of action; recommends goals, strategies, objectives, programs, regulations, and incentives in principle fields, such as land use, comprehensive planning, housing, or economic development. The Planner I handles financial processing for departmental grants and budget as well as assists with material preparation for various commissions and other commission support related activities. The position also performs other planning tasks as requested by the Director of Planning.

EXAMPLES OF WORK PERFORMED (Illustrative Only):

With senior staff guidance, assist with revisions and updates to geographical and functional parts of the comprehensive plan; preparation of zoning ordinances and map amendments; helps develop strategy plans and programs; provides staff support to various City boards and commissions including the scheduling of meetings and the preparation and distribution of meeting materials; maintenance of commission files; prepares minutes and mailings; prepares surveys, provides technical assistance to other planning staff, other City departments, and the public; coordinates project reviews; communicates extensively, orally and in writing, to both professionals and non-professionals; reviews development plans for compliance with regulations; prepares maps, graphs, tables, and other illustrative material. Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: General knowledge of the principles and practices of City planning and skilled in the application of principles in at least one specialty or field of application; excellent communication skills, both orally and in writing; ability to relate effectively to other people, both individually and in structured and unstructured groups. Working knowledge of statistics, data storage, processing and retrieval, and research techniques necessary in the planning process. Ability to analyze and systematically compile technical and statistical information and present the results in a clear and interesting manner to lay persons. Proficient in the use of computer programs including spreadsheets, PowerPoint, and GIS.

OPEN COMPETITIVE

VACANCY: DEPARTMENT OF PLANNING AND DEVELOPMENT

CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT.

APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (4:30 P.M.): APRIL 28, 2017

APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

www.WilmingtonDE.gov

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