



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

City Planner

Salary: \$81,764 - \$86,769

Type: Full-Time (35 hrs/week)

Benefits: Full Range of Benefits

Closing Date: Open Until Filled

About DID

The Infrastructure and Development Department is responsible for administering all infrastructure and development projects in the City. The Department is the one-stop-shop for Developers entering the City to have projects reviewed through all phases, including Planning, Engineering, Traffic Control, Building Permits, Fire Marshal, and Construction Inspection.

Profile

The City Planner enhances the quality of life of our citizens by implementing and facilitating planning and zoning related projects and developments in the City. Will be responsible for coordinating review and administration of development projects, implementing City Master Plans, annexations, interpreting zoning codes and ensuring compliance with local codes/regulations. Will oversee the administration of the Critical Area Commission regulations, Historic District Commission, Planning Commission and Board of Appeals. Will supervise the team of Planning staff.

Preferred Education

Bachelor's Degree in urban or regional planning, environmental planning, urban design, geography, or a related field is required. Must be able to communicate clearly and concisely both orally and in writing.

Preferred Experience

Bachelor's Degree in urban or regional planning, environmental planning, urban design, geography, or a related field is required. Must be able to communicate clearly and concisely both orally and in writing.

Requirements/Certifications

Valid State of Maryland Driver's License

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.

City of Salisbury, MD

Classification Description

Classification Title: City Planner

Grade: M9

Department: Infrastructure & Development

FLSA Status: E

Date: 1/26/2024

Position Profile: The City Planner under the general supervision of the assigned supervisor, sets goals for short-and long-term planning, oversees the preparation of planning studies and implementation of the studies, develop land use plans and programs that help advance planning goals, ensures new development projects are designed to meet City and State requirements, reviews zoning regulations, coordinates the annexation process and performs other duties as assigned.

Duties and Responsibilities

Administrative Management:

- Reviews, comments, and approves developers site plans for planning and zoning compliance by interpreting and applying applicable State, County and City codes, ordinances and regulations;
- Meet with public officials, developers, and the public regarding development plans, annexation requests and land use;
- Writes and presents technical reports and project presentations to communities, state and local planning officials, Bicycle and Pedestrian Advisory Committee, Sustainability Advisory Committee, Planning Commission, Historic District Commission, Board of Appeals, and City Council;
- Implement community plans, policy recommendations, long-range plans and comprehensive plans by overseeing projects and organizing the work of the groups involved; and
- Organize public meetings and charettes for input on projects as appropriate.

Skills Proficiency/Strategic Planning: Have knowledge of principles and practices of urban planning and design as well as, effectively and efficiently organize and track department records.

- Identify community needs and develop short-and long-term solutions to develop and revitalize communities and areas;
- Identify transportation needs and issues, assess the impact of transportation services or systems, and anticipate and address future transportation patterns including multi modal transportation, bicycles and pedestrians;
- Effectively and accurately make reasonable and logical judgments, report and communicate information, prepare, organize and track information;

- Effectively prioritize and multitask with attention to detail; and
- Accurately prepare and maintain records and files.

Leadership/Team Leader: Supervises planning staff to include; planning and zoning, sustainability and resiliency, critical area, transportation, development coordination, community planning, annexations;

- Effectively motivate and guide employees and vendors;
- Conducts meetings with the planning division and individual staff;
- Ability to handle situations and maintain a high degree of confidentiality;
- Excellent time management, organizational interpersonal skills;
- Provides direction, and assists in resolving problems encountered; and
- Collaborates with the other City departments at the direction of the Director of Infrastructure and Development.

Stewardship/Financial: Assists Infrastructure and Development Director with managing budget within established guidelines.

- Participates in the managing of department budget;
- Manages contracts with Vendors for planning related projects;
- Processes change orders and monthly payment requests from planning Vendors; and
- Recommend priorities, schedules, and funding sources to implement public improvement plans.

Development/Leadership Development: Encourages Planning staff to obtain certifications and continue education through conferences, courses, and other opportunities.

- Serve as point of contact with employees and vendors and assist with their requests;
- Work on improving leadership skills by attending relevant meetings and trainings; and
- Keeps informed on current planning practices zoning or building codes, environmental regulations, and other legal issues by attending workshops and educational programs or reading specialized literature.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior. Position requires attendance at evening meetings or events.
- **Teamwork:** Works well as a leader of and part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's degree required, Master's degree preferred, in urban, city, or regional planning, environmental planning, urban design, geography, or a related field.
- Five years of experience as a planner.

Physical Requirements

- Work requires occasional physical effort in the handling of materials up to 20 pounds.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.