



DEPARTMENT OF

INFRASTRUCTURE AND DEVELOPMENT

Associate Planner

Salary: \$47,562 - \$51,483

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

Under the general supervision of the City Planner, this position assists in all aspects of long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood and small area planning, regional policy support, code amendments, grant management, and trends analysis.

Preferred Education

Bachelor's degree in urban, city, or regional planning, environmental planning, urban design, geography, or a related field.

Preferred Experience

Three (3) years of previous work experience in planning and zoning, or related field.

Requirements/Certifications

Valid 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.

the capital of the **eastern shore**

City of Salisbury, MD

Classification Description

Classification Title: Associate Planner

Grade: 7

Department: Infrastructure & Development

FLSA Status: E

Date: 02/06/2024

Position Profile: Under the general supervision of the City Planner, this position assists in all aspects of long-range planning, including comprehensive planning and annual plan amendments, demographic and development reporting, neighborhood and small area planning, regional policy support, code amendments, grant management, and trends analysis.

Duties and Responsibilities

Administrative Management:

- Meet with public officials, developers, and the public regarding development plans, small area plans, and other future land use planning items;
- 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;
- Assist with the preparation and adoption of community plans, policy recommendations, long-range plans and comprehensive plans; and
- Organize and assist with 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 prepare planning goals and objectives to restore, revitalize, and repair communities and areas;
- Identify transportation needs and issues, assess the impact of transportation services or systems, and anticipate and address future transportation patterns as part of the planning process;
- 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: Member of the planning division that includes; planning and zoning, sustainability and resiliency, critical area, transportation, development coordination, community planning, annexations;

- Effectively motivate and guide employees and vendors;
- Participates in 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 and City Planner.

Stewardship/Financial: Manage grants and project contracts.

- Manages contracts with Vendors for planning related projects;
- Assist with processing change orders and monthly payment requests from planning Vendors; and
- Recommend priorities, schedules, and funding sources to implement planning objections and goals.

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

- Works 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 in urban, city, or regional planning, environmental planning, urban design, geography, or a related field.

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.
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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.