



## City Planner

**Salary:** \$81,764-\$85,068

**Type:** Fulltime

**Benefits:** Full Benefits

**Date Posted:** 4/14/2025

### 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 for our citizens by implementing and facilitating planning and zoning related projects and developments in the City. The City Planner is responsible for coordinating review and administration of development projects, developing and implementing City Master Plans, reviewing proposed annexations, interpreting and updating zoning codes, and ensuring compliance with local regulations; Oversees the administration of the Critical Area Commission regulations, Historic District Commission, Planning Commission and Board of Appeals; Supervise several Associate Planners and work closely with other department units including Engineering and Survey; seek and administer grants for City improvements. Will both write reports and other documents as well as delegate such assignments to staff.

### Education

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

Related certificates and other training is desirable.

### Experience

Five years experience working for a City, County or State Planning department is required. Experience in the State of Maryland is desired.

Related work for consulting firms or in other locations will be considered.

### Requirements/Certifications

AICP accreditation or RA license preferred.

Valid Driver's License

### How to Apply

**1** Visit [salisbury.md/apply](https://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. Jobs will be posted for a minimum of 2 weeks.

# City of Salisbury, MD

## Classification Description

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Classification Title: City Planner

Grade: M9

Department: Infrastructure & Development

FLSA Status: E

Date: 4/15/2025

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**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, develops 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:**

- Assigns developers' site plans to Associate Planners for review for planning and zoning compliance and preparation of staff reports for presentation to Planning Commission;
- Meets 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, committees and commissions, and City Council;
- Develops and implements community plans, policy recommendations, long-range plans and comprehensive plans;
- Write performance appraisals for Associate Planners and manages their timesheets;
- Effectively prioritizes and multitasks with attention to detail;
- Regularly meets with department's other managers to drive direction of department.

**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.

- Identifies community needs and develop short- and long-term solutions to develop and revitalize communities and areas;
- Identifies 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 makes reasonable and logical judgments, report and communicate information, prepare, organize and track information;

- Creates presentations and writes reports and shares them in a public setting;
- Understands City and State codes implicitly and frequently provides interpretations.

**Leadership/Team Leader:** Supervises planning staff to include; planning and zoning, sustainability and resiliency, Critical Area, transportation, development coordination, community planning, annexations.

- Effectively motivates and guides employees and vendors;
- Conducts regular and as needed meetings with planning unit and individual planners;
- Provides direction and assists in resolving problems encountered;
- Engages with other City departments, City Administration, County and State Counterparts, elected officials, developers, and members of the public on behalf of Director and Planning staff;
- Executes and helps shape direction set by Director and City Administration.

**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;
- Recommends priorities, schedules, and funding sources to implement public improvement plans;
- Manages department's grant portfolio and assigns grant writing and administration to staff; writes grants as needed or directed.

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

- Pursues relevant certifications and educational credentials for self and Planning staff;
- Takes on a variety of challenging assignments to continue developing skills and establishes and manages training and cross training regimen for Planning staff;
- 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 or higher 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 no unusual physical effort.
- 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.