

Community Development Director / City Planner

The City of Painesville (pop. 20,300) is seeking a Community Development Director/City Planner to lead a full-service city with small town charm. The Community Development Director/City Planner serves under the City Manager performing a broad range of functions related to planning, zoning and code enforcement. The position oversees the entirety of the Community Development Department, which includes two secretaries and two inspectors. The position serves as the City Planner with a part-time secretary to assist with Planning Commission meetings (2nd Thursday of each month) and Board of Zoning Appeals meetings (3rd Thursday of each month).

The ideal candidate is a professional public servant with a high standard of service, proven track record and diverse experience in a comparable municipal organization. The Community Development Director/City Planner has excellent communication skills and fosters a departmental commitment to both customer service and public service. Candidate enjoys the challenges and rewards of a fast-paced work environment and thrives managing a variety of projects. The candidate is approachable, flexible and has a balanced approach to problem-solving. This person is a resilient, self-aware professional who welcomes and values differing viewpoints, and is able to model and promote an outstanding work culture that engages and motivates employees to do their best.

The Community Development Director/City Planner must have unquestionable integrity, honesty and a reputation as a team player. Salary range \$65,850-\$88,700.

The qualifications and duties for this position include the following:

- Master's Degree in city and regional planning/urban planning or related field. Three years related experience in as a city planner, regional planner, community development director or related field.
- Preferred qualifications include previous experience as a city planner or community development director. A combination of training, education or experience which provides the desired knowledge, skills and abilities of this position may be acceptable.
- Prepares, coordinates implementation and maintains the long-term planning goals of the city including the Comprehensive Plan, Downtown Master Plan, Transportation & Streetscape Plan, and other corridor plans.
- Corresponds and advises applicants and staff regarding requirements of the Unified Development Code.
- Performs field inspection to gather data as part of the development review process and verifies that development projects comply with approved plans. This person also reviews permits, performs zoning compliance, responds to complaints, issues compliance letters, maintains records and files charges in Municipal Court.

Applications/resume accepted via email employment@painesville.com, via fax 440-639-4831 or via USPS: The City of Painesville, Attn: HR Department, PO Box 601, Painesville OH 44077-0601. A blank application and a full job description may be obtained at <https://www.painesville.com/employment> Applications and resumes will be accepted until the position is filled.

The City of Painesville is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Painesville operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.