

SENIOR PLANNER

Recruitment #1506-3164DC-002

List Type Original

Requesting Department DEPT OF CITY DEVELOPMENT

Open Date 6/25/2015

Filing Deadline 7/17/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

The Senior Planner is responsible for the preparation and update of citywide, area and neighborhood plans, redevelopment plans, and studies for the development and redevelopment of districts and project areas within the City.

ESSENTIAL FUNCTIONS

- Prepare area comprehensive plans, neighborhood action plans and similar studies, which includes all aspects of plan preparation including: writing work scopes, hiring and supervising consultants, leading advisory committees and public meetings, editing reports, making land use and urban design recommendations, organizing coordination and implementation efforts and drafting final plan documents.
- Access, analyze and convey demographic, economic, and land use data used in a variety of planning efforts.
- Prepare redevelopment plans and other studies for districts and project areas within the City or Redevelopment Authority has a special role in the promotion of development and redevelopment or in land use regulations.
- Review and prepare reports related to proposed land use changes, urban design projects, and development proposals to ensure consistency with comprehensive and area plans.
- Present reports to public bodies such as the City Plan Commission.
- Coordinate and serve on project teams such as managing consultants, planners and interns.
- Locate and mine data sources to support planning activity and departmental initiatives.
- Research and recommend changes to public policy and regulations to achieve land use goals.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in Urban Planning or a related field.
 - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.
 - **Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.**
2. Two years of professional urban planning experience.
 - *Equivalent combinations of education and experience may be considered.*

Senior Planner (Dept. of City Development)

3. Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Master's Degree in Urban Planning or related field with relevant coursework in Urban Planning.
- AICP certification.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of urban planning principles and practices such as public participation, economic development, land use planning, zoning, urban design and transportation.
- Knowledge of economics, demography and public policy.
- Oral communication skills to effectively present information to groups of varying size.
- Written communication skills to develop and write reports.
- Interpersonal skills to effectively work with diverse individuals inside and outside the organization.
- Customer service skills to effectively meet the needs of a variety of customers including elected officials, department staff, community partners, and the public.
- Analytical and problem solving skills.
- Judgment and decision making skills.
- Time management skills to meet deadlines.
- Project management skills to effectively manage multiple projects with varying deadlines.
- Ability to use computer software and programs such as GIS, the internet, Microsoft Office programs such as Word and Powerpoint.
- Ability to read and interpret work related materials such as government regulations and city ordinances.
- Ability to work independently.

CURRENT SALARY

The current starting salary (PG 2FN) for City of Milwaukee residents is \$55,963 annually, and the non-resident starting salary is \$54,591. Appointment above the minimum is possible.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **JULY 17, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.