

**CITY OF SOUTHFIELD**  
**JOB OPPORTUNITY ANNOUNCEMENT**

*The City of Southfield is currently seeking qualified candidates for the following full time career position:*

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**JOB CLASSIFICATION:** Planner I

**SALARY RANGE:** TPOAM Grade J Pay Range: \$44,382 - \$54,629; Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

**JOB DUTIES:**

- Assist in explaining City ordinances, policies, rules and regulations as they relate to planning and zoning issues in response to inquiries at the counter, by phone or e-mail and refer complex and/or non-standard inquiries as appropriate.
- Administrative support for the City Planner/Planning Director and Planning Team as necessary.
- Review and evaluate applications & documents prior to submittal, calculate plan fees.
- Make on-site inspections throughout all phases of construction to ensure conformity with approved plans and to resolve on-going problems and/or questions; compile site inventory as required.
- Collects a variety of statistical data and prepare reports and maps Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Prepare for and attend required boards and commissions including presentation prep and note taking. Prepare correspondence, preliminary reports and findings for boards and commissions and maintains detailed records.
- Attends meetings (including evenings), workshops, and conferences as directed
- Assist in data input and sending out correspondence, public notices and public hearing legal notices.
- Performs related duties as required by City Planner/Planning Director, Planning Team and senior professionals.

**JOB REQUIREMENTS:**

- Bachelors' degree or equivalent in Urban Planning or any combination of experience and training that would likely provide the required skills such as GIS, architectural drafting, CAD, Sketch-up or similar programs; surveying; landscape design; municipal research & reports; and or equivalent work experience in this area.
- One to two years of related work experience sufficient to produce working knowledge of planning principles, zoning and land use issues, and applicable terminology.
- Must know Word Perfect, Excel, Power Point etc. and basic typing skills
- Effective written and oral communication and interpersonal skills; work independently or in team environment.
- Creative problem-solving skills to gather relevant information; review plans and apply provisions of the ordinances/codes to determine compliance; apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously while keeping big-picture goals in mind.
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics is highly desirable.
- Valid Michigan driver's license and a good driving record.

The selection process will include a review of the applicant's experience for posted requirements, a driving record and criminal history check, a skills test including a basic planning test, Word, Excel, Power Point and typing (30 – 40 wpm) and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience. Writing samples and a portfolio of work samples will be requested at a later date.

**APPLY AT:** City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076

Applications may be downloaded from the City's website at [www.cityofsouthfield.com](http://www.cityofsouthfield.com)

**City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.**

**Friday, December 9, 2016**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

**AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE**

**Vr DATED:** November 9, 2016



**Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or (248) 354-4831 (TDD) if auxiliary aids or services are needed. Reasonable advance notice is required.**