

**Open to the Public
As of January 12, 2018**

Senior Planner – EDNR

Primary Duties:

The Senior Planner is the principal city officer charged with the administration and enforcement of the City's Subdivision and Land Development Ordinance (SALDO). The employee in this class acts in compliance with the Pennsylvania Municipalities Planning Code and with the standards and requirements of the City's adopted Subdivision and Land Development Ordinance. In addition to administration and enforcement of the SALDO, the Senior Planner functions as the City's Floodplain Administrator, assuring compliance of City ordinances with federal and state floodplain requirements; undertakes the environmental review of City projects as required by federal and state grant programs; performs research and analysis of population, housing, environmental, multi-modal transportation, and other data relative to urban planning and implementation of the City of Lancaster Comprehensive Plan and adopted and/or endorsed strategic plans; assists with preparation and administration of grant applications for projects/programs consistent with urban sustainability goals and objectives; and performs other tasks related to the functions of the Bureau of Planning as necessary.

Work Schedule:

Monday through Friday; 8:30 am – 5:00 pm

Education, Training and Experience:

- Graduation from high school or completion of a GED is required.
- Graduation from a four-year college or university with major course work in urban planning, environmental studies, or related field; and two (2) years of experience in municipal planning work, including one year of experience doing technical reviews of subdivision and land development plans is required.
- Any equivalent combination of training and experience as determined suitable by hiring supervisor.

Licenses and Certificates:

- Possession of a valid Pennsylvania State Driver's License is required.
- AICP certification is desired.

**Salary: \$50,499.66- \$70,699.52, dependent upon qualifications
Full-Time; Excellent City benefit package**

Application materials will be accepted until Thursday, February 1, 2018, at 5:00 PM.

The City Job Application and full job description are available at www.cityoflanasterpa.com/joblistings.

The City of Lancaster is an Equal Opportunity Employer

**City of Lancaster
Job Description**



Job Title:	Senior Planner	Job Code:	2194
Department:	Economic Development & Neighborhood Revitalization	FLSA:	Exempt
Job Grade:	1014 – Non-Bargaining	Effective Date:	10/1968
Reports To:	Bureau Chief, Bureau of Planning	Revision Dates:	04/1989; 10/1992; 3/1998; 1/8/18

Primary Functions

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Principal Duties & Responsibilities

- Follows safe practices in the performance of the position duties.
- Administers land use regulations of the City and works extensively with project engineers, designers, and developers, coordinating meetings between project representatives and City review staff as needed.
- Performs administrative duties related to public meetings of the Planning Commission, including preparation of agendas and meeting minutes, written staff recommendations to the Planning Commission, follow-up reports to applicants, and overseeing compliance with Commission conditions of plan approval.
- Performs technical reviews of all subdivision and land development plans to ensure compliance with the SALDO.
- Ensures that other City ordinances and regulations are considered in subdivision and land development plans.
- Manages the financial guarantee component of approved land development plans and processes requests for reductions in the guarantee amount.
- Performs field inspections of improvements required by approved plans, with collaboration as needed with appropriate Public Works staff members.
- Maintains records of all filed subdivision and land development plans and of follow-up inspections of projects.
- Performs community outreach to promote a healthy, sustainable, and inclusive urban environment.
- Prepares maps, graphics, charts and other visual aids as needed to support presentations and/or reports.
- Researches planning and development practices and regulations in other cities with historic, mixed-use character and diverse populations that could be applicable to the City of Lancaster.
- Participates in the City's coordination with the U.S. Census Bureau in preparation for Census 2020, including the review of the address data base and Complete Count Committee Coordination.
- Assists with preparation and administration of grant applications for projects enhancing the City's urban environment.
- Collaborates with Public Works on sustainability programs, such as multi-modal transportation, green infrastructure, and improved air and water quality.
- May serve on County and local community committees or task forces focused on planning and environmental matters at the discretion of the Bureau Chief.
- Investigates and implements civil proceedings as a means of enforcement of the Subdivision and Land Development Ordinance after consulting with the Bureau Chief of Planning, Department Director and City Solicitor.
- Performs related work as required.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of the City Subdivision and Land Development Ordinance and the Pennsylvania Municipalities Planning Code.
- Knowledge of urban and regional planning practices, projects, and case law.
- Proven proficiency in the Microsoft (or similar) suite of tools (Word, Excel, Outlook, PowerPoint) is required. Familiarity with ArcGIS, AutoCAD, ArcIMS is desired.

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- Ability to enter data as required into the City’s computer-based record management system.
- Ability to read, speak, write and comprehend English
- Ability to speak and comprehend Spanish is desirable.
- Ability to perform mathematical calculations, including but not limited to basic arithmetic and geometry.
- Ability to make inspections and to ascertain facts through investigations.
- Ability to read and interpret building and site plans, plots, maps and legal descriptions.
- Ability to meet the public effectively and to explain and enforce rules and procedures firmly and courteously.
- Ability to effectively interpret, explain and apply statutes, regulations, departmental policies and operating policies.
- Ability to prepare and present oral and written reports.
- Ability to operate a vehicle on private and public streets is required.
- Proved ability to work independently and use proper judgement with minimal supervision.
- Proven ability to work as part of a team and to collaborate successfully with other City staff is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.
- Proven ability to work with and treat with respect people of diverse cultural, ethnic and social backgrounds.

Education, Training and Experience

- Graduation from high school or completion of a GED is required.
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Licenses and Certificates

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Environmental Conditions

- Exposed to inclement weather and extreme temperature, including extended periods of walking outdoors.
- Works outdoors and indoors with, or without, heat and/or air conditioning.
- Exposure to noise and pollution.
- Indoors, environmentally controlled.

Safety Equipment Used or Needed

- The City provides the use of safety glasses, hard hats, gloves, etc.

Comments

- Requires frequent walking and standing.
- Requires climbing of steps and ladders.
- Requires walking on unpaved, uneven ground with changes in elevation and unmaintained vegetation.
- Requires operation of a motor vehicle.
- Requires occasional lifting of up to 30 pounds of job-related materials or supplies.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.