



**City of Dexter, MI
Assistant Planner
Job Posting**

Date Posted: Thursday, June 28, 2018
First Review of Applications: Thursday, July 19, 2018
Title: Assistant Planner
Position Type: Full Time, Exempt
Starting Compensation: \$40,000

Position Description

The City of Dexter is seeking an energetic, highly organized, and self-motivated Assistant Planner. Under the supervision of the Community Development Manager, this position will be tasked with responsibilities such as managing and implementing projects related to land use planning, plan implementation, permitting, code enforcement, site inspections, and committee management. In addition, the City is currently experiencing significant redevelopment, in and around the downtown.

The person in this position will:

- Assist the Community Development Manager and City Manager in developing plans and goals related to planning and redevelopment, in accordance with community needs, demographic trends, and City vision.
- Assist with the implementation of asset management software for all departments.
- Conduct code enforcement and preliminary/final zoning inspections.
- Issue code enforcement violations and perform necessary follow-through.
- Review permit applications and make determinations or recommendations on permit issuance.
- Serve as project manager for review of development applications.
- Work cooperatively with staff, City Council, and other boards and commissions to implement a variety of special projects.
- Serve as staff liaison to City boards and committees.
- Analyze requests for rezoning, site plan approvals, special use approvals, subdivisions, and other private development proposals to ensure compliance with City specifications, codes, and conformity with established practices and standards.
- Prepare graphic displays relevant to planning projects.
- Assist in executing community development, redevelopment, and related programs.
- Provide technical assistance to developers, staff, and the public.
- Meet with citizens and make public presentations as the situation demands.
- Perform other work as assigned.

Required Qualifications

- Possess a Bachelor's Degree from an accredited college or university with a major in urban planning, public administration, business administration or a related field.
- Thorough knowledge of federal, state, and local laws governing community planning and zoning.
- Knowledge of modern principles and practices of city planning, community development, zoning, and redevelopment.
- Proficient in the use of Microsoft Office products, including Word, Excel, and PowerPoint.
- Demonstrated proficiency in the use of, and the ability to learn, various information technologies and software.

- Reliable Transportation
- Ability to attend meetings scheduled at times other than normal business hours, travel to other locations within the City and State.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to gather and analyze data for the purpose of preparing accurate and timely reports, recommendations, memoranda, letters, and responses to requests for information.
- Ability to communicate and present information effectively both in verbal and written manner to varied audiences.
- Possession of a valid Michigan driver's license.

Desired Qualifications

- Possess a Master's Degree in urban planning or public administration from an accredited college or university
- A minimum of 2 years of experience in municipal or urban planning.
- Considerable ability to exercise equitable and mature judgment in analyzing problems and recommending solutions.

Work Schedule

Regular office hours are Monday – Friday from 9:00 am – 5:00 pm. Attendance may be required at meetings held before or after normal working hours.

Contact

A cover letter, application, and resume should be sent no later than 5:00pm on Thursday, July 19, 2018, to the attention of Justin Breyer, Assistant to the City Manager/Clerk at 8140 Main St., Dexter, MI 48130, Jbreyer@DexterMI.gov. Candidates may also contact the City Offices by phone at 734-426-8303 for more information.

Applications may be found at the following link:

http://dextermi.gov/sites/dextermi.gov/files/client_files/forms/employment_application_3.pdf