

**CUYAHOGA COUNTY PLANNING COMMISSION**  
ANNOUNCES THE FOLLOWING CAREER OPPORTUNITY

<b>Job Title: Planner</b>	
Department: <b>Cuyahoga County Planning Commission</b>	Salary: <b>\$47,278 - \$66,144</b>
	Grade: <b>8</b>
Location: <b>2079 East 9<sup>th</sup> Street, Cleveland OH 44115</b>	FLSA Status: <b>Exempt</b>

**CLASSIFICATION FUNCTION:** The purpose of this classification is to provide support to both short- and long-term comprehensive planning, quality of life, environment, and economic development projects within Cuyahoga County. This is an entry-level position in the Planner series. Employees in this position work under direct supervision and as part of a team with increasing responsibility and independent judgement as work experience is gained. The employee works within a framework of established regulations, policies, and procedures.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Assists other planners in the research and creation of zoning documents and planning studies such as municipal Master Plans, Corridor Studies, or small area plans that propose policies and regulations for land use, housing, community facilities, transportation, environmental programs and other similar topics; interprets data; assists in preparing work proposals; assists in drafting planning reports; provides input in team planning meetings; and edits co-workers' documents
- Prepares documents, materials, and research needed to create zoning documents, planning studies, and other records; researches, prepares findings, and summarizes results; collects a variety of statistical data and prepares reports and maps on topics such as land use, census information, tax base data, occupancy rates, and other data sets as necessary and applicable to the project
- Prepares and presents materials for meetings with City Officials and the Public as part of facilitating the planning and zoning process; creates computer graphics and prepares maps, reports, correspondences, and presentations for meetings and general public
- Assists other planners and staff with more complex projects as assigned

## MINIMUM QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in urban/regional planning, landscape architecture, urban design; or an equivalent combination of education, training, and experience Master's degree in urban/regional planning preferred
2. No special license or certification is required

## MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

1. Proficiency in Microsoft Office applications (Word, Excel, Outlook, Powerpoint), internet research, and mobile applications
2. Proficiency in GIS, Adobe Creative Suite, SketchUp
3. Demonstrable ability to work collaboratively as part of a team
4. Demonstrable ability to use data to inform decision-making
5. Demonstrable ability to analyze complex problems and to develop logical solutions
6. Strong interpersonal skills
7. Strong verbal and written communication skills, including public speaking
8. Ability to work with a diverse set of community and institutional stakeholders
9. Ability to operate a variety of automated office machines including computers and peripheral equipment
10. Ability to attend evening and weekend meetings

Cuyahoga County Planning Commission offers a remote work policy, and we currently have a three-day in-office requirement. This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

## HOW TO APPLY

Please direct your cover letter and resume to Mary Cierebiej, Executive Director, Cuyahoga County Planning Commission and submit **by 4:30pm on April 25, 2022** to [info@countyplanning.us](mailto:info@countyplanning.us)

The cover letter should briefly describe the following:

1. Your experience and how you are qualified for the role
2. Your vision for how the Cuyahoga County Planning Commission can work across fifty-nine municipalities to guide sustainable development and investment while addressing issues such as urban sprawl, aging infrastructure, and varying codes and zoning laws

Cuyahoga County Planning Commission is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.