



**City Planner**  
**(Classified, City Planning Commission)**

**About the City Planning Commission.** The City Planning Commission envisions a thriving urban community resilient in the face of changing regional, national, and global conditions. The department is an advocate for the preservation and establishment of prosperous communities that are authentic and diverse, providing equitable access to the resources necessary for residents to thrive. We accomplish this by enhancing physical development, preserving the City's history, and creating places for people that are healthy, sustainable and vibrant for current and future generations. The department has up to 29 staff members who oversee the City Planning Commission, the Landmarks Commission, the Board of Zoning Appeals, and the Board of Building Standards and Appeals.

**Supervision**

The City Planner will report to the Chief City Planner – Neighborhood Section Lead.

**Examples of Duties**

**Essential Duties & Job Functions**

**Primary Responsibilities.** Under general supervision, prepares planning studies, development analyses, data analyses, market studies, and maps. Reviews the design and layout of development projects including the conformance with zoning, design, and planning standards. Represents the Planning Commission in public meetings and presentations. Performs related duties as required.

**Supplemental Duties.**

- Lead, manage or assist with the ongoing neighborhood planning and/or development initiatives in the assigned neighborhood district and/or planning issues of interest.
- Coordinate and administer the design review process and the design review committee. Prepare applicants for the design review process.
- Manage or assist with portions of the comprehensive citywide plan update.
- Create community engagement materials and manage community engagement processes in the assigned neighborhood district.
- Inform policy decisions related to zoning, entitlement processes, and contemporary planning issues.
- Coordinate the inclusion of bicycle and pedestrian facilities and safety improvements in City-led capital projects across relevant departments.
- Other duties as assigned by the Chief City Planner – Neighborhood Section Lead

**Minimum Qualifications**  
**Minimum Requirements**



- A Bachelor's degree from an accredited college or university in urban or regional planning, architecture, public administration, transportation planning, sustainability and environmental studies or related field from a four-year accredited college or university is required
- Understanding contemporary social justice, diversity, equity, and inclusion challenges
- Analytical skills, organizational skills, customer service abilities, oral and written communication skills
- Effective at building and maintaining interpersonal relationships
- Commitment to public and customer service
- Commitment to innovation and possesses an entrepreneurial spirit
- Dedicated to maintaining high ethical standards
- Must understand climate change and integrate environmental and climate justice into strategic planning, approach, and implementation

### Supplemental Information Preferred Expertise

- Two years of full-time paid experience in urban planning, architecture or a closely related field is required. A Master's Degree in urban planning or related field may substitute for experience.
- **A background or interest in transportation planning is preferred.**
- Strong understanding of policy and political landscape including how to form and maintain coalition efforts.
- Understanding the structures, practices and relationships required to work effectively within city government; demonstrated ability to work across departments and organizations to achieve results.
- Strong communicator; possess excellent speaking, listening, and writing skills. Can communicate easily across all levels of government.
- Possesses exemplary leadership qualities, with expertise in leadership improvement, building effective teams, coaching, and ensuring professional growth for themselves and all team members.
- Demonstrates a sense of urgency and ability to work expeditiously in a deadline driven environment.
- Ability to build consensus among diverse stakeholders around a clear vision for serving the City and its residents.
- Demonstrates skill in the development and maintenance of effective working relationships with all levels of executive and managerial personnel, various governmental agencies, and other key stakeholders.
- Knowledge of standard office procedures, practices, and adept use of technology tools.
- Ability to set goals and develop strategies and schedules for meeting goals.
- Ability to perform duties with tact, discretion, and confidentiality.
- Possess and demonstrate good problem-solving skills and decision-making abilities.
- Familiarity with the issues affecting the City.
- Ability to relate to and work effectively with persons of diverse racial, ethnic, gender, sexual preference or orientation, religious and socioeconomic backgrounds.
- Physical abilities to perform essential job functions with or without reasonable accommodation.



## EQUAL OPPORTUNITY EMPLOYER

Mayor Bibb is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation, and offers opportunities for all employees to develop to their full potential. A diverse workforce helps the City realize its full potential. The City benefits from the creativity and innovation that results when people with different experiences, perspectives, and cultural backgrounds work together. The Team is committed to providing equal employment opportunities for all individuals regardless of race, color, ancestry, national origin, language, religion, citizenship status, sex, age, marital status, sexual preference or orientation, gender identity/expression, military/veteran status, disability, genetic information, membership in a collective bargaining unit, status with regard to public assistance, or political affiliation.



City of Cleveland **Memorandum**  
Justin M. Bibb, Mayor

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An Equal Opportunity Employer