



COME TOGETHER & THRIVE

Job Description

Organization	City of South Euclid, 1349 South Green Road, South Euclid, Ohio 44121
Department	Planning & Development
Position	Assistant Director of Planning & Development; Permanent; Full Time; Exempt
Supervisor	Director of Planning & Development
Organization Summary	<p>The City of South Euclid is an inclusive community with inviting, walkable neighborhoods and architecturally diverse housing options to fit every lifestyle and budget. It is a transit friendly community of over 22,000 residents located minutes from University Circle, Downtown Cleveland, and the I-271 Corridor. As a first-ring suburban community located on the east side of Cleveland, housing is the city's primary industry. However, South Euclid is home to a diverse range of over 300 businesses. These businesses include educational and medical institutions, manufacturers, national retailers and restaurants, small businesses, and professional offices.</p>
Position Summary	<p>The City of South Euclid is seeking an Assistant Director of Planning & Development to serve as the City's chief specialist for neighborhood and business district programs, policies, and planning. The selected applicant will serve as a liaison between the City and its various stakeholders; including current residents, potential residents, the business community, and developers. In order to perform these duties, the successful candidate will be working in close partnership with the City's community development corporation, One South Euclid.</p>
Position Responsibilities	<ol style="list-style-type: none">1. Serve as the city's chief housing and neighborhood specialist, working closely with the Building Department to administer various programs and housing policies.<ul style="list-style-type: none">• Monitor the tax status of all properties in the City, work closely with Cuyahoga County to ensure properties are moving through the tax foreclosure process as appropriate.• Manage the City's Land Bank and work closely with One South Euclid and City Council to manage the Build, Grow, Thrive Residential Resale Program, which is the sale of properties in the City's Land Bank.• Assist residents in navigating various assistance programs including mortgage assistance, rental assistance, property tax assistance, and available exterior home repair programs.2. Utilize mapping tools, such as GIS, to understand and interpret neighborhood trends.<ul style="list-style-type: none">• This work requires collaboration with all city departments and mapping data as assigned.3. Engage various stakeholders, including realtors, to market the city in a positive manner.4. Serve as a liaison to the city's small business community, regularly visit and communicate with businesses, maintain the online business directory, and plan regular events.5. Assist new businesses with finding suitable locations in the city, help businesses navigate the approval processes, and manage the City's online available properties database.6. Assist commercial property owners by matching them with potential tenants and informing them of property improvement programs to assist tenants.7. Provide general office support, represent the city at various board/community meetings and events, and perform other duties as assigned by the Director of Planning & Development.

Position Requirements	<ol style="list-style-type: none"> 1. A Bachelor's Degree in Urban Studies, Public Administration, City Planning or related field, with a Master's Degree preferred. 2. Experience in planning, economic development, and/or community development. 3. Experience working with GIS, with advanced GIS skills preferred. 4. A valid State of Ohio driver's license. Insured automobile preferred, but public transit is available. 5. Strong written and verbal communication skills. 6. Comfortability engaging all community stakeholders as individuals and in large group settings. 7. Ability to work independently and demonstrate initiative during periods of minimal supervision. 8. Physical ability to operate a computer, climb stairs, and move or lift objects up to (30) pounds. 9. Availability to work a flexible schedule including occasional nights and weekends, with attendance expected at a variety of community meetings and events.
Compensation	<ol style="list-style-type: none"> 1. \$65,000 to \$75,000 annual salary; 40 hours per week; 80 hours per pay period. Exact salary is dependent upon qualifications and experience. 2. Paid vacation and sick leave allocated according to the City of South Euclid's salary ordinance. 3. Paid holidays include New Year's Day, Martin Luther King Jr. Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. 4. Employer sponsored health insurance including vision, dental, and life insurance options. 5. Ohio Public Employees Retirement System (OPERS).
Equity & Inclusion	The City of South Euclid is proud to be an equal opportunity employer. Applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or any other protected status.
Application	This position was posted on September 28, 2023. To apply, candidates should submit a cover letter and resume in PDF format to mlove@seuclid.com . No phone calls please.