

CITY OF MARSHFIELD JOB ANNOUNCEMENT



Position: Associate Planner

Department: Development Services

Title of Immediate Supervisor: Director of Development Services

Compensation: \$22.99 (minimum) - \$24.85 (market rate). Possible future financial advancement depending upon funding ability by the City.

Description of Duties: The purpose of the Associate Planner position is to administer the city zoning ordinances. Serving as the Zoning Administrator for the City, the Associate Planner assists the City Planner and Director with planning and economic development related issues. Ordinance administration includes ordinance interpretation, review of requests for zoning changes, variances, conditional use permits, sign permits, and ordinance enforcement activities. Planning-related duties include assisting the City Planner with short and long-range planning and the Director with economic development projects related to the Comprehensive Plan, boundary agreements, business and industrial park development and various special projects.

Qualifications: Bachelor's degree in Urban or Regional Planning with emphasis in land use planning or related field required. Position requires a self-motivated individual with excellent written and oral communication skills; good knowledge of the principles and practices of planning and zoning; strong analytical ability; strong customer service skills; experience in technical report preparation, data collection, public presentations, and software applications. Experience working in municipal government and GIS is desirable.

Application Instructions: Submit City of Marshfield Application for Employment and cover letter to the Human Resources Office, City of Marshfield, 630 S. Central Ave., Suite 721, Marshfield, WI 54449. Phone (715) 387-6597. E-mail – hr@ci.marshfield.wi.us Application deadline: Friday, August 4, 2017 at noon. The City of Marshfield is an Equal Opportunity Employer.

Please Note: If an email is provided on the application, it may be used to communicate with you throughout the process. With this in mind, please check your email (if one is provided) on a regular basis.