

# Associate Planner

The City of Janesville (population 63,500), located in south central Wisconsin, is seeking qualified candidates to fill the position of Associate Planner in its Planning Division of the Public Works Department. This full-time, exempt position performs professional and technical planning functions for the City including general short and long range planning, and transportation planning. Other responsibilities include preparing technical and professional planning reports, assisting in preparing and administering grant funding proposals, reviewing site plans and land development proposals (conditional use permits, re-zonings, survey maps, plats, etc.), preparation of neighborhood plans, and special project graphic and design support. The Associate Planner reports directly to the Senior Planner.

A Bachelor's Degree from an accredited college or university in Urban Planning, Public Administration, Geography, Landscape Architecture, or related field is required. A Master's Degree and a minimum of two (2) years' experience in a municipal environment is preferred. The successful candidate will have strong customer service skills, experience in report preparation, public presentations, and software applications including Microsoft Office and ESRI ArcGIS. The successful candidate must be self-motivated, detail oriented, and energetic with excellent oral and written communication skills.

The salary range for this position is \$46,162-\$55,000, depending on qualifications. The City offers a comprehensive benefit package. Individuals interested in applying can download an application on the City's website at [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us). The application deadline is Sunday, July 29, 2018 at 11:59 p.m. Candidates should also include a cover letter, resume, and references with their application.

The City of Janesville is an Equal Employment Opportunity Employer.