

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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PLANNER I PARKS, RECREATION & CEMETERY

(Announcement Number R-065-14)

Grade 18

Starting Salary: \$45,690.62

THE JOB:

Performs professional planning duties in support of the Parks, Recreation & Cemetery Division; supports community development activities such as neighborhood revitalization; research and implementation of parks, reviews development plans for compliance with City regulations; gathers and analyzes land use data and prepares reports and recommendations as requested; responds to inquiries from developers, engineers and the general public; performs related duties.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or related; and some experience related activities; or two years of additional work experience in municipal planning operations plus a Bachelor's degree may be substituted for the Master's Degree. Candidate should possess excellent communication skills and knowledge of land use theory & urban design and the ability to read & interpret topographic/engineering/architectural plans; substantial knowledge of ArcGIS, AutoCAD, CorelDRAW as well as Microsoft and Excel is preferred.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodation, as determined by passing a medical exam, including alcohol and drug tests

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website (Human Resources/Job Application Instructions) or in person at HR Dept. City Hall Annex.

OPENING DATE:

December 17, 2014

CLOSING DATE: Open until filled

OFFICE HOURS:

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an
Equal Employment Opportunity Employer**

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST