

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



PLANNER II – GROWTH MANAGEMENT

(Announcement Number R-37-15)

Grade 19

Salary Range: \$48,888.98 – \$69,703.99

THE JOB:

Performs professional planning duties in support of planning initiatives within the City of Manchester; reviews projects, prepares agendas, staff reports and recommendations to various Boards and Commissions under time sensitive deadlines; explains regulatory procedures to developers, professionals and the general public and responds to inquiries in a timely manner; prepares/makes presentations to citizen groups and Land Use Boards; communicates & coordinates projects with City employees (inter- and intra- departmental) as well as State and Federal officials; conducts on-site inspections to verify compliance with approved plans; other related duties as required. Night meetings required.

MINIMUM

QUALIFICATIONS:

Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and some experience in municipal planning operations; 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 must be able to read architectural, engineering and landscaping plans. Candidate with the ability to prepare graphics and maps preferred, as is a candidate with knowledge of ArcGIS, Microsoft and Excel.

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: www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex.

OPENING DATE:

May 29, 2015

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