

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



PLANNER II – CIP

(Announcement Number R-44-15)

Grade 19

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

THE JOB:

Performs professional planning duties in support of the Community Improvement Program (CIP) division within the Planning and Community Development Department; serves as Project Liaison to non-profit organizations receiving funding through the CIP, providing technical assistance and program monitoring; prepares reports to funding agencies on the status of grant-funded projects; interacts with public and private organizations, neighborhood organizations and the business community. Night meetings required. Performs other related duties.

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. Excellent communication and time management skills and have substantial knowledge of HUD-CDBG, ESG & HOME programs 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:

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. Submission of a resume is optional.

OPENING DATE:

July 16, 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*****