



J O B P O S T I N G

Job Title: PLANNER **Department: Community Development, Planning Division**

Date Posted: July 10, 2015 **Last Day to Apply: July 31, 2015**

The Manager's Office is currently accepting applications for the full-time position of Planner.

Qualifications:

- Bachelor's degree in urban and/or regional planning.
- Minimum of one year experience (three years preferred) in planning and development in a municipal environment is required (an equivalent of education and experience that meets the minimum requirements *may* be substituted).
- Extensive knowledge of Microsoft Office, ArcGIS, and BS&A software.
- Must possess and maintain valid driver's license.
- Self-starter with the ability to work independently and meet deadlines.

Responsibilities

- Assists township residents, business persons, developers, architects, and engineers in understanding and applying zoning and other ordinance requirements; assists in enforcement of Township codes and ordinances.
- Prepares staff reports related to site plan reviews, special use permits, rezonings, plat reviews, requests for variance, and other regulated activities.
- Reviews submitted plans for zoning compliance.
- Makes public presentations before the Township Board, Planning Commission, and Zoning Board of Appeals as necessary,

Benefits/Work Schedule:

- Health, dental, life, and disability insurance provided; pension after six months of employment. Option to participate in deferred compensation plan, health savings account, flexible spending account, and vision insurance.
- Full-time position - primarily Monday through Friday between 8:00 a.m. and 5:00 p.m. Flexibility in work schedule including working evenings or weekends may be required.

Compensation:

- \$49,026 - \$58,831 DOQ

Application:

- Please send resume and cover letter to Linda Wells, Delta Township, 7710 W. Saginaw Hwy., Lansing, MI 48917, email to lwells@deltami.gov or fax to (517) 327-1703.