Job Title: Planning Supervisor  
Dept./Division: L&C/PLAN  
Grade: Springsted - 26  
Location: City Hall  
Reports To: Community Services Director  
FLSA Status: Salaried - Exempt  
Represented: Non-Represented  
Date Reviewed: June 2022

Job Summary:
Performs difficult skilled technical work supervising planning activities, services, programs, and staff; prepares, maintains, and interprets the City’s Master plan and zoning ordinances, overseeing community engagement efforts; related work as apparent or assigned. Work is performed under the limited supervision of the Community Services Director. Divisional supervision is exercised over all personnel within the division.

Pay for this position is $70,493.90 - $91,642.09 and includes 3 Blue Cross Blue Shield medical plans to select from, 2 vision plans through VSP, free dental though Delta Dental and life insurance, all of which are available on day one. Employees in this position are required to contribute 8% into the City's Municipal Employees' Retirement System (MERS) pension plan which has a 2.5% multiplier. Employees will also be required to contribute 1-3% into a Retirement Health Savings (RHS) plan as well.

Qualification Requirements:
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions:
• Manages staff, priorities, and projects of the Planning Division to include budget development and management. Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends transfers, suspensions, terminations, and demotions.
• Assists in the interpretation, administration and enforcement of zoning and planning ordinances.
• Conducts and directs research into the economic, demographic, fiscal, physical, social, and circulatory structures of the City; confers with individuals and representatives of business organizations in exchanging information on City planning, zoning, subdivision control, and related activities.
• Reviews subdivision and development plans, requests for street vacation, rezoning requests and related requests for adherence to City ordinances and the comprehensive plans; plans, organizes, and directs planning, preparation, and maintenance of the municipal Master plan to include land use, zoning, public facilities, and transportation; Prepares grant applications for regional, federal, or state monies for City planning and economic development projects.
• Strategizes, creates, implements, and analyzes community engagement efforts; confers with individuals and representatives of business organizations in exchanging information on City planning, zoning, subdivision control, and related activities; promotes public interest in planning activities by meeting with community groups and organizations. Reviews and coordinates internal and external projects to ensure consistency with plans and ordinances. Prepares various correspondence, records, and reports.
• Participates in, or coordinates with County, regional, State and Federal planning agencies on projects or matters of interest to the City.
• Attends City Commission and other meetings as necessary to clarify/explain programs/activities; serves as City representative on job-related Boards/Commissions as necessary.

Physical Requirements/Working Conditions:
This work is sedentary and requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, bending, reaching, hand dexterity (grasping, holding, keyboarding, repetitive movements), reading, writing, eye-hand coordination, seeing (near and/or far, color, depth, field of vision), hearing, using the telephone, contact with government officials and the general public, working overtime, and working inside and alone. Work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a
moderately noisy location (e.g. business office, light traffic).

Minimum Qualifications:

- Bachelor's degree with coursework in urban and regional planning, geography, or related field. *Graduate degree in related field preferred.*
- 3-5 years experience overseeing community-wide planning and zoning fundamentals, managing contracts, and supervising the activities and staff of a division.
- 3-5 years experience working with Federal, State, and local laws applicable to city planning.

Special Requirements:

- Valid driver's license in the State of Michigan.

For a complete job description and application please visit our website at  
https://www.battlecreekmi.gov/563/Employment-Opportunities
Job Title: Planning Supervisor
Grade: Springsted - 26
Reports To: Community Services Director
Represented: Non-Represented
Dept./Division: L&C/PLAN
Location: City Hall
FLSA Status: Salaried - Exempt
Date Reviewed: June 2022