



**CITY OF GRAND RAPIDS**  
invites applications for the position of:  
**PLANNING DIRECTOR**

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**SALARY:** \$47.77 - \$60.91 Hourly  
\$99,356.00 - \$126,693.00 Annually

**OPENING DATE:** 01/02/20

**CLOSING DATE:** 02/03/20 11:59 PM

**NATURE OF WORK:**

This is responsible professional administrative work leading the City's planning program, Development Center, building and trade inspections and historic preservation. Work involves the development and recommendation of planning programs and the leadership of the Development Center. A significant aspect of work is directing the preparation and adjustment of the city's Comprehensive Master Plan, oversight of the preparation of the agenda for the Planning Commission and Board of Zoning Appeals, preparation of certain area development plans, administration of the zoning ordinance, the preparation of analysis, working with investors in the development of their plans, working with neighborhoods and stakeholders on project information and development and recommendations regarding development proposals. The employee acts as an advisor to the Planning Commission, Board of Zoning Appeals and to various City officials and departments on matters relating to planning and development; the employee also consults with and advises private, commercial, and industrial developers, and neighborhood and public interest groups. The employee reports to the City Manager through a Deputy or Assistant City Manager and is appointed with consent of the Planning Commission. Supervision is exercised over professional and technical staff and office assistants. Work is reviewed through conferences and review of reports submitted.

- Directs the preparation of the City's comprehensive plan.
- Prepares commercial and industrial development programs.
- Prepares housing, community development, park, and transportation plans.
- Directs the receipt of proposed subdivision plans for land within the City; checks preliminary plans for conformance to planning criteria; recommends redesign of site plans to conform to planning standards; directs studies of land subdivision including site plans and integration of subdivision with over-all plans of the City; participates in preparing capital improvement programs.
- Directs and participates in the development of area plans and development studies, including neighborhood, commercial, and industrial development plans; prepares reports.
- Confers with civic and neighborhood groups; promotes interest in planning program; presents local plans and requirements to possible developers.
- Advises City Manager, department heads, and Planning Commission on planning issues.
- Acts as secretary to planning board in hearings; studies and analyzes problems for report to the board.
- Performs related work as required.

**MINIMUM TRAINING AND EXPERIENCE:**

Possession of a masters degree in planning, the social sciences, architecture or public administration, and eight years of experience in city planning of which four years must be in a supervisory or consulting capacity; or an equivalent combination of training and experience.


**OTHER NECESSARY QUALIFICATIONS:**

- Extensive knowledge of the principles and practices of community planning.
- Thorough knowledge of the principles and practices of engineering and architecture as applied to city planning.
- Thorough knowledge of economics, municipal finances, and sociology as applied to city planning.
- Understanding of equity and inclusion principles
- Ability to make difficult planning studies and to formulate substantive recommendations for planning standards and the development of over-all city plans.
- Ability to establish and maintain effective working relationships with civic leaders, other City officials and the general public.
- Ability to express ideas effectively orally and in writing.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.grandrapidsmi.gov/jobs/human-resources-Department>

Position #1219-0711  
PLANNING DIRECTOR  
AP

300 Monroe Ave, NW  
8th Floor, Room 880  
Grand Rapids, MI 49503-2206  
(616) 456-3176 

[jobs@rcity.us](mailto:jobs@rcity.us)

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