

CITY OF EAST LANSING

JOB POSTING

Planning and Zoning Administrator—Department of Planning Building and Development

The City of East Lansing is seeking to hire an Administrator to lead the Planning & Zoning Division within our Planning, Building, and Development Department. East Lansing, home to Michigan State University, is a dynamic community of nearly 50,000 people with historic, walkable neighborhoods and a vibrant downtown. Recently approved and completed projects represent over \$400,000,000 in investment including residential, retail, and office projects. Our planning efforts are guided by our Master Plan, which was updated in 2018.

This is a high level professional and management position within the Department of Planning, Building and Development, and a key member of the City's leadership team. This position will report to the Department Director and will include a wide variety of planning and zoning initiatives, ranging from day-to-day operations to long-term strategic planning projects. The position manages a staff of two professional planners and an administrative secretary, and coordinates activities with other divisions and departments within the City. The City organization is deeply committed to customer-based results, focusing on community needs, equity, and empowerment of staff to accomplish these results.

The successful candidate will be able to: conduct research, analyze alternative courses of action and devise plans and strategies to address a variety of short and long-term planning and zoning related issues; prepare and present clear reports, verbally and in writing, and logical recommendations for action; read, write, interpret and apply planning, zoning, land use, and zoning regulations fairly and accurately; and, work effectively with our customers – residents, neighborhood associations, board and commission members, business owners, land owners, and City Council.

A Bachelor's degree in city planning, community development, public administration, or a related field is required for the position, with a Master's degree preferred. Prior work experience is required, including seven to ten years of increasingly responsible experience in city planning, and three to five years of administrative and/or management responsibility. The ideal candidate will possess strong interpersonal and communication skills, including writing and presentation skills.

SALARY: \$67,636.92 – \$94,705.26 Depending on Qualifications, with an excellent benefit package

APPLY: In addition to a City application, please submit a resume and five professional references. An application can be downloaded at www.cityofeastlansing.com/career. Please submit application materials by email: HR@cityofeastlansing.com ; or mail, as follows:

East Lansing City Hall
Human Resources Department
410 Abbot Road
East Lansing, MI 48823

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