

CITY OF EAST LANSING

Job Posting

AVAILABLE POSITION: **Director of Planning, Building, and Housing**

PAY RATE: **Starting pay is \$99,962.72 (Step 1) annually to a maximum of \$139,952.54 (Step 8) annually**

WORK SCHEDULE: **8:00am - 5:00pm, Monday through Friday, some evening meetings**

The City of East Lansing is seeking a Director of Planning, Building, and Housing. East Lansing is a desirable residential community of 48,021 people and home to Michigan State University. East Lansing operates under the Council-Manager form of government with a full-time staff of approximately 300. The Planning, Building, and Housing Department has a combined budget of 4.5 million and the City has a total general fund budget of 52.2 million for FY 2026.

The Planning, Building & Housing Department is responsible for planning and zoning, building permits and inspections, rental licensing and investigations, code enforcement (building and zoning), and historic preservation. The Department also plays a key role in university relations and community outreach. The City is seeking a collaborative, forward-thinking leader who thrives in a high-performing municipal organization and is committed to delivering customer-focused results by responding to community needs and empowering staff to achieve excellence.

The City of East Lansing is committed to becoming a fully inclusive place to live, work, visit and do business. We believe an organization functions at its highest ability when a shared culture that promotes accepting, respecting, and valuing differences that include attributes such as age, income, race, gender, ethnicity, religion, sexual orientation, gender expression, sexual identity, ability, language, family circumstances and cultural backgrounds is fostered. We are seeking individuals who share our commitment to equity, inclusion and reflect on the community we serve.

JOB SUMMARY

Under direction of the City Manager, the Director of Planning, Building, and Housing plans, manages, and oversees the activities and operations of the Planning, Building & Housing Department. Oversight ranges from high-level planning and strategy to implementation of work plans. The Director develops and implements City policies and departmental procedures and coordinates activities with other departments and outside agencies. This position is responsible for the administrative functions of the department.

- Oversight of 26 full-time and 26 part-time employees, including four direct reports across four functional divisions: Building and Code Enforcement; Downtown City Parking System; Housing and University Relations, and Planning and Zoning. Directs and manages the development and implementation of department goals, objectives, and priorities for each assigned service and/or operational area.
- Directs the development and publication of studies relative to the social, and physical development of the City to guide City and other local officials in making decisions regarding land use planning and related issues. Plans include the City's Master Plan, Public Participation Plan for Planning & Development Projects, East Village Master Plan, Parking Master Plan, and more.
- Oversees the overall development process from initial zoning review to certificate of occupancy.
- Administers the Building, Rental Licensing, Historic Preservation, Signs, and Zoning ordinances.



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- Represents the Department to other City departments, elected officials, boards, commissions, committees, citizen groups, and related outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Oversees and participates in the development and administration of the department budget, and develops the forecast of funds needed for staffing, equipment, materials, and supplies. Administers the approved budget which includes approving expenditures and implementing budgetary adjustments as appropriate and necessary.
- Provides assistance to the City Manager and City Council as needed, includes participating on a variety of boards, commissions and committees. In conjunction with department administrators, provides staff support to Planning Commission, Zoning Board of Appeals, Historic District Commission, Housing Commission, Building Board of Appeals, University Student Commission.
- Prepares and presents staff reports and memos and the results of assigned projects.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints; communicates with customers, developers, and others concerning planning activities.
- Selects, trains, manages, motivates, and evaluates assigned personnel, provides, or coordinates staff training, works with employees to correct deficiencies, implements corrective procedures, and performs related personnel management functions
- Attends City Council meetings on a regular basis and other evening meetings as necessary.

QUALIFICATIONS

A Bachelor's degree in urban planning, community/economic development, public administration, or a related field is required; Master's degree preferred. At least seven years of increasingly responsible experience in a municipal setting that includes administrative and/or management responsibility.

The successful candidate will be a subject matter expert in two or more of the following areas: urban planning, community and economic development, building and code enforcement, rental housing licensing, and parking management.

The successful candidate should have skills in City Council, board, and commission relations; public-private partnerships; real estate redevelopment; analyzing data and developing alternative courses of action; devising plans and strategies to address a variety of short and long-term development issues; conducting research; writing reports and memos; state and federal funding; local and state regulations; budgeting and financial oversight; and personnel management.

WHY SHOULD YOU APPLY?

- **Competitive salary with annual cost of living increases**
- **Retirement programs including a hybrid pension (10% of salary) and 457(b) Deferred Compensation Plan**
- **\$1,000 annual employer contribution to post-employment Health Care Savings Plan**
- **Monthly Car Allowance of \$300**
- **14 paid holidays**
- **30 days of paid time off**
- **30 calendar days of paid parental leave for the birth or adoption of a child**
- **Health coverage (or receive a \$200 monthly buy-out if you have coverage from another source), family dental and vision plan premiums fully covered by the city**
- **Life insurance of 2x annual salary w/optional supplemental coverage, and Long-Term Disability insurance**
- **Long-term care coverage**



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- **Flexible Spending Account (FSA)** to use pre-tax dollars for out-of-pocket health and daycare expenses
- **An Employee Assistance Program**, offering free counseling and support for employees and families
- **Qualify for “Public Service Loan Forgiveness”** which forgives eligible student loans for borrowers who work at least ten years in public service
- **An ever-changing work environment!** In the dynamic work of Planning, Building, and Housing, each day presents new and exciting challenges that keep your work fresh, engaging, and stimulating

APPLY: Application materials can be downloaded at www.cityofeastlansing.com/career. The materials are in PDF form and may be filled out electronically, saved, and e-mailed as an attachment to Human Resources. Or, the application may be printed out, completed and mailed.

Return completed applications to:

East Lansing City Hall, Human Resources Department
410 Abbot Road, East Lansing, MI 48823
Email: HR@cityofeastlansing.com

DEADLINE: February 16, 2026

POSTED: February 16, 2025

The City of East Lansing is an Equal Opportunity Employer

