

JOB POSTING

Office of Planning and Community Development Lake County, Ohio

Planner I Position August 19, 2016

The Lake County Ohio Office of Planning and Community Development is seeking to fill the Planner 1 position. Planner 1 will assist the Lake County Planning and administrative staff with various tasks including, but not limited to, the review and administration of the subdivision development process and the review of Township Zoning amendments including the preparation of staff reports. Must exhibit strong writing and organization skills and demonstrate experience in the preparation of reports such as comprehensive plans, land use plans, corridor studies, or other special projects. Assist in the maintenance of address maps, zoning maps, and other graphics essential to the daily operations of the office and demonstrate some understanding of the Ohio Revised Code sections pertaining to planning and zoning. Responsibilities would include social media, including Facebook, Twitter, and the website for the Planning Commission. This position would assist with CDBG program administration by preparing mapping, environmental reviews, and home rehabilitation compliance reviews.

The Planner I position requires a Bachelor's Degree in Planning, Urban Studies, Zoning, Public Administration, Engineering, Surveying, or a related field, or any other combination of education and experience to perform the essential functions of the job. 2 years relevant work experience preferred. In addition to minimum requirements, consideration will be given to those with a Master's Degree. Must have a valid State of Ohio Driver's License.

Planner I position must demonstrate interpersonal and team building skills and represent the office at community meetings with public and non-profit agencies. Some night meetings will be required. Experience with Microsoft Office and ArcGIS products required. Send cover letter and resume to Mr. Joel DiMare Jr., Director of Administrative Services, 105 Main St., Painesville, OH 44077 or joel.dimare@lakecountyohio.gov . Applications due by September 9, 2016.

EQUAL OPPORTUNITY EMPLOYER
M.F.V.H.