

**ANNOUNCEMENT TO POST**

**Office of Planning and Community Development  
Lake County, Ohio**

***Planner I Position  
Applications February 20, 2015***

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 assist with 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 person would be expected to assist with CDBG program administration by preparing mapping, environmental reviews and home rehabilitation compliance reviews. The Planner I position would require a four year degree in Urban Planning, Geography, Surveying, Environmental Science, or related field. Some experience with contracting, surveying and grant writing is desirable. The position would have a base pay of \$35,000 to \$38,000 per year plus benefits.

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 [Kelly.andino@lakecountyohio.gov](mailto:Kelly.andino@lakecountyohio.gov). Ms. Kelly Andino, Human Resource Administrator, 105 Main St., P. O. Box 490, Painesville, OH 44077. Equal opportunity employer.