

DIRECTOR OF PLANNING AND DEVELOPMENT

City of Johnstown

Job location: 599 S. Main Street, Johnstown, OH 43031

STATUS: FULL TIME / NON-EXEMPT WAGE:

\$75,000.00 - \$95,0000 ANNUALLY

INTRODUCTION: Johnstown, Ohio is seeking a professional Director of Planning and Development expected to complete a full spectrum of planning activities, research and analysis.

THE ORGANIZATION: Johnstown is a small city with almost 6,000 resident and is ready for its next, vibrant chapter. Established in 1813, the city grew slowly but steadily for its first 200 years, maintaining a strong sense of identity and independence. But with the arrival of Intel in 2025, the pace is expected to change, to quicken. Preserving Johnstown's rich history and character amidst increasing development pressure will be paramount. If you are looking for a challenging but rewarding career, then apply now!

MINIMUM QUALIFICATIONS

Bachelor's degree in city or regional planning or related field; and five years' experience in public sector planning and zoning; or any equivalent combination of training and experience.

ESSENTIAL FUNCTIONS OF WORK

- Responds to inquiries from the public regarding ordinances and subdivision regulations.
- Reviews development plans, site plans, and zoning certificates for compliance with City codes, applicable municipal regulations, plans and goals; works with customers to resolve conflicts in plans and the established policies, standards, and codes.
- Attends meetings, develops recommendations, correspondence, presentations and reports regarding planning and development issues to help guide board and commission decision-making and overall community development. Recommendations will be based upon data gathered, trend analysis, design solutions and best practices.
- Conducts assigned planning projects involving land use, populations, structures, economic activity, housing, transportation, environmental, and related subjects.
- Compiles files as requested to complete records requests.
- Performs other related duties as assigned.

Application Materials and Deadline

Applicants interested in this position may submit a resume, and three professional references to Jeff Sheridan at jsheridan@johnstownohio.org or submit written materials (in person or via mail) to the City of Johnstown, ATTN: Jeff Sheridan, 599 S. Main St., Johnstown, OH 43031. Position open until filled.