

**TITLE: PLANNER**

**STATUS: FULL TIME / NON-EXEMPT**

**WAGE: \$58,000.00 - \$95,0000 ANNUALLY**

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**INTRODUCTION:** Johnstown, Ohio is seeking a professional planner expected to complete a full spectrum of planning activities, research and analysis. Work involves analyzing data and issues, preparing reports, coordinating between all City departments, making presentations to members of the public, boards and commissions and City Council. This position must be able to interpret the Johnstown Codified Ordinances, gather reliable information, and interact effectively with the public, boards and commissions and other City departments.

**THE ORGANIZATION:** Johnstown is a small city with almost 6,000 residents 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!

### **SUPERVISION**

Work is performed under the general direction of the City Manager.. Work is reviewed through regular meetings for adherence to policies and procedures as well as annual performance evaluations.

### **ESSENTIAL FUNCTIONS OF WORK**

***(May not include all duties performed)***

- Responds to inquiries from the public regarding ordinances and subdivision regulations.
- Interacts and communicates regularly with the general public.
- Handles citizen concerns and complaints via telephone, email, and in person meetings.
- 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 with applicants to support zoning applications; completes research and provides assistance in the preparation of application presentations, development evaluation reports, draft sections of text, relevant maps, exhibits, and display materials.
- 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.

- Drafts sections of planning and zoning documents, writes and edits technical reports, planning document text and other correspondence in order to communicate analysis results and planning information to City staff, applicants, policy-maker, and the public.
- Conducts assigned planning projects involving land use, populations, structures, economic activity, housing, transportation, environmental, and related subjects.
- Regularly attends evening and weekend meetings (Planning Commission, Design Review Meeting, City Council); may serve as a secretary of a board or commission as assigned.
- Conducts site/field inspections.
- Compiles files as requested to complete records requests.
- Follows planning trends and best practices.
- Performs other related duties as assigned.

#### **MINIMUM REQUIREMENTS OF WORK**

Bachelor's degree in city or regional planning or related field; and two years' experience in public sector planning and zoning; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

- Considerable knowledge and understanding of the principles and practice of land use, municipal and long-range comprehensive planning.
- Considerable knowledge of federal, state, and local zoning ordinances, codes, laws, rules and regulations which guide municipal planning processes.
- Considerable knowledge and understanding of the role of the planning and legal precedence in modern municipal government.
- Knowledge of computer programs necessary for the planning field, such as Geographic Information Systems (GIS); ability to conduct research on sites such as census.gov.
- Ability to represent the department before the public in a professional manner.
- Ability to read and interpret construction drawings and site plans.
- Ability to communicate effectively with the general public, City staff, and elected and appointed officials both orally and in writing.
- Ability to establish and maintain effective working relationships with citizens, other employees, builders, developers, property owners, and contractors.
- Ability to work on several projects and issues simultaneously.
- Ability to maintain complete records and documentation of action.
- Knowledge of urban design, architecture, landscape architecture, historic preservation

- principles, and sustainable practices.
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems.

### **Physical Requirements and Working Conditions:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 10 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Must be physically capable of successfully performing the essential job functions with or without reasonable accommodation and be free of medical conditions that would preclude one from successfully performing said functions or that would pose a direct threat to the health or safety of oneself or others.

### **Application Materials and Deadline**

Applicants interested in this position may submit a resume, and three professional references to Sean Staneart, City Manager, at [sstaneart@johnstownohio.org](mailto:sstaneart@johnstownohio.org) or submit written materials (in person or via mail) to the City of Johnstown, ATTN: Sean Staneart, City Manager, 599 S. Main St., Johnstown, OH 43031.

*The City offers equal opportunity and equal consideration to all persons who seek employment with the City and to those who are already employed by the City. No applicant or employee will be discriminated against on the basis of race, color, religion, national origin, sex, sexual orientation, age, ancestry, veteran status and/or disability, or any other characteristic protected by applicable local, state or federal law. This policy applies to all terms, conditions and privileges of employment.*

**The City is an equal opportunity employer.**