

# INTERNAL JOB POSTING

---

## ASSOCIATE PLANNER

The City of Shoreview is accepting applications for a full-time Associate Planner in our Community Development Department. This position is central to anticipating neighborhood needs, assisting planning efforts, and enhancing Shoreview's livability for our residents.

### Duties include:

- Provide information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, business owners, residents, other agencies and staff
- Process permit applications from residents and developers; provide follow-up to assure compliance with development agreements and permits
- Assist with the review of development and related land use permit applications, site plans, variance applications, etc.; examine for compliance with applicable City, state and federal regulations
- Administer the City's neighborhood enhancement program
- Assist with the City's housing programs including rental licensing as needed
- Resolve complaints associated with land use and property maintenance codes; Assist with code enforcement activities as necessary
- Perform day-to-day communication activities including gathering information and preparing reports; maintaining up-to-date codes, policies and community information; providing customer service
- Assist the City Planner in providing staff support to the Planning Commission
- Other duties and special projects as assigned

### Minimum Qualifications:

- Bachelor's or Master's degree in land use planning, urban planning or closely related field
- Two years municipal planning experience
- Valid drivers license and satisfactory motor vehicle report

### Desired Qualifications:

- Additional municipal planning experience
- Planning project experience
- Neighborhood and housing program experience
- Additional education or AICP certification (American Institute of Certified Planners)

**Hours:** Monday - Friday 8:00 am - 4:30 pm, plus evening meetings as required

**Hiring Salary Range:** \$54,101-\$56,285 annually, plus excellent benefits. This position does not receive overtime pay. (2016 salary range: \$54,101 - \$63,336)

**To Apply:** Go to our website at [shoreviewmn.gov](http://shoreviewmn.gov) and click on the Job Opportunities box. Please include resume and cover letter. Deadline: 12 noon, Monday, November 21, 2016.

*The City of Shoreview is an Equal Opportunity Employer.*

**\* This position is also being advertised externally.**

Post date: Nov 7, 2016; Remove date: Nov 21, 2016 (after 12 noon)

v:\word\hire\Associate Planner

