



## City of Livonia Planner IV

<b>SALARY</b>	\$76,107.20 - \$88,691.20 Annually	<b>LOCATION</b>	City of Livonia, MI
<b>JOB TYPE</b>	Regular Full-Time	<b>JOB NUMBER</b>	1207 o.c.
<b>DEPARTMENT</b>	Planning	<b>OPENING DATE</b>	09/19/2024
<b>CLOSING DATE</b>	10/3/2024 11:59 PM Eastern		

### SALARY INFORMATION

\$76,107.20 - \$88,691.20 Annually

- Starting Salary: \$76,107.20
- After Six Months of Successful Employment: \$79,393.60
- After One Year of Successful Employment: \$81,016.00
- Maximum salary is achieved after four successful years of employment.

NOTE: Annual salary adjustments may also occur, based on collective bargaining agreements.

### JOB RESPONSIBILITIES

The Planner IV position is primarily responsible for advanced site planning, mapping, and other GIS assignments. The individual will:

- Serve as a point-of-contact for general planning and zoning inquiries
- Regularly update and maintain GIS coverages and other planning databases
- Assist City departments, developers, architects, engineers, attorneys, residents, and other interested persons regarding the zoning ordinance, site plans and special land use requests, easement and right-of-way vacations, liquor licenses, land divisions, and sign permits
- Check and processes all zoning amendments, waiver, and site plan petitions
- Prepare maps and reports
- Analyze data
- Attend Planning Commission study meetings, regular meetings and public hearings as needed
- Perform related duties as assigned

### MINIMUM QUALIFICATIONS AND APPLICATION PROCESS

By the closing date of this announcement, and applicant must:

1. Be a citizen of the United States or a resident alien with the right to work in the United States; and
2. Possess a valid Michigan driver's license and have an acceptable driving record; and
3. Have a bachelor's degree from a four year college or university in urban and regional planning, business, public administration, or a closely related field; and
4. Have a minimum of three years of experience in planning; and
5. Have experience using a computer, written communication skills; and
6. Have proficiency with software applications and programs including ArcGIS Pro, Adobe Acrobat, and Microsoft Office; and

7. Have knowledge of land use planning techniques and zoning regulations; and
8. Have knowledge of Michigan's municipal planning, land use, zoning, economic development laws, and incentive programs.

NOTE: Experience working in a municipal setting is preferred.

NOTE: Candidates are required to submit original degree or official transcripts at the time of interview.

#### PARTS OF EXAMINATION AND WEIGHTS

Interview – 100%

NOTE: In the event the number of qualified applicants exceeds 15, an evaluation will be made; and the 15 applicants with the most appropriate and relevant combination of experience and training will be invited to the interview. Candidates must pass the interview in order to be placed on the eligible list.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Municipal administrative problems and their solutions
- Economics, municipal finance, law, and sociology as applied to city planning
- Principles and practices of public administration and City planning
- The practices, procedures, and techniques of conducting public hearings
- Land use relationships
- Current urban planning principles, practices, and techniques
- Short-term and long-range urban planning principles and practices

Ability to:

- Plan, assign, and supervise the work of Planners in technical research on economic, sociological, public relations, and planning problems
- Perform a broad range of supervisory responsibilities over others
- Coordinate the activities of multiple City departments in development services activities
- Negotiate with citizens and department heads orally to enable and facilitate development activities in a face-to-face, one-on-one setting
- Work cooperatively with citizen groups, governmental committees and City departments
- Comprehend and make inferences from written material in the English language
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar
- Review or check the work products of others to ensure conformance to standards
- Work safely without presenting a direct threat to self or others

NOTE: At the time of appointment, applicants are required to pass a pre-employment medical examination conducted by a physician authorized by the City of Livonia.

PURPOSE: The purpose of this examination is to establish an eligible list to fill current, future, regular, and/or temporary vacancies.

HOW TO APPLY: Applications can be completed anytime online at [www.governmentjobs.com/careers/livonia](http://www.governmentjobs.com/careers/livonia). If work experience and/or specific skills are listed as qualifications, it will be the responsibility of the applicant to describe their experience and/or skills sufficiently in the Education and Work Experience sections of the application so that it may be determined if they meet the stated qualifications. Applicants who do not comply will be disqualified from further consideration. Attachments or resumes are not accepted in place of completing the information requested on the official application. Applicants will be notified by e-mail of the next steps in the examination process.

PROBATIONARY PERIOD: Appointees must satisfactorily complete a six-month probationary period before the appointment will be considered regular.

City of Livonia

Livonia City Hall, 33000 Civic Center Drive  
3rd Floor Civil Service Department  
Livonia, Michigan, 48154

**Phone**

(734) 466-2530

**Website**

<http://www.livonia.gov>

**Planner IV Supplemental Questionnaire**

**\*QUESTION 1**

**Are you a citizen of the United States or a resident alien with the right to work in the United States?**

- Yes
- No

**\*QUESTION 2**

**Do you possess a valid Michigan driver's license and have an acceptable driving record?**

- Yes
- No

**\*QUESTION 3**

**Do you have a bachelor's degree from a four-year college or university in urban and regional planning, business, public administration, or a closely related field?**

- Yes
- No

**\*QUESTION 4**

**Do you have a minimum of three years of experience in planning?**

- Yes
- No

**\*QUESTION 5**

**Do you have experience using a computer and written communication skills?**

- Yes
- No

**\*QUESTION 6**

**Are you proficient in software applications and programs including ArcGIS Pro, Adobe Acrobat, and Microsoft Office?**

- Yes
- No

**\*QUESTION 7**

**Do you have knowledge of land use planning techniques and zoning regulations?**

- Yes
- No

**\*QUESTION 8**

**Do you have knowledge of Michigan's municipal planning, land use, zoning, economic development laws, and incentive programs?**

Yes

No

\* Required Question