



Job Title: **Planner**  
Grade: **SEIU - 22**  
Reports To: **Planning Supervisor**  
Represented: **SEIU**

Dept./Division: **L&C/PLAN**  
Location: **City Hall**  
FLSA Status: **Non - Exempt**  
Date Reviewed: **May 2021**

The City of Battle Creek is looking for a Planner to assist in the preparation, maintenance and interpretation of the City's Master Plan and zoning codes, and related work as apparent or assigned. Work performed under the moderate supervision of the Planning Supervisor. Pay for this position will be \$28.44 hour to \$38.38 hour.

Benefits associated with this position include health, vision, employer paid dental coverage and life insurance (term and whole); a 457 Savings Plan with MissionSquare (with a \$1:\$1 match up to 5%) with a minimum contribution of 1%. Employees in this position are also required to contribute 5% into a C-1 City's Municipal Employees' Retirement System (MERS) pension plan which has a 1.5% multiplier. Voluntary benefits are also offered for accident, hospital and critical care.

Additional benefits for this role include but are not limited to:

- 56 Hours of Vacation at 6 Months
- 96 hours of vacation at your year anniversary
- Max comp bank of 80 hours
- Education Reimbursement

#### **Essential Functions:**

- Researches economic, fiscal, physical, social, and transportation structure of the City; prepares reports and makes presentations on Long Range Plans and projects. Conducts field inspections of properties for compliance with zoning regulations; prepares letters for zoning enforcement.
- Assists in performing professional urban planning work in the preparation, maintenance, and interpretation of the City's Master Plan, and specific area or neighborhood plans. Assists with the development of strategies to promote economic and community development and efficient land use consistent with community goals; assists with identification of community problems, issues, and opportunities that could be mitigated through better community planning and implementation of strategies to correct deficiencies.
- Collects a variety of statistical data and prepares reports on topics such as census information, land use, tax base data, and occupancy rates; prepares staff reports and analyses with recommendations to various City boards and commissions regarding planning, zoning, and land use issues.
- Researches and compiles data, prepares reports, attends meetings, and makes presentations to various boards and commissions. Prepares and interprets ordinances, plans, and resolutions for citizens, City staff, and various board and commissions; assists with grant applications; assists with coordination and implementation of special City projects undertaken to advance community and economic development goals.
- Reviews and inspects property for site plan review permits. Inspects properties; prepares and presents reports to various boards, commissions, and other meetings as needed. Receives, investigates, and responds to questions or complaints regarding land use, planning, and zoning issues, programs, and services.
- Acts as staff liaison in the preparation and presentation of reports to the HDC, as well as the Zoning Board of Appeals, Planning Commission, and City Commission, as needed.
- Routine use of computers, office equipment and measuring devices and scales used on construction or property sites; Microsoft XP, Word, Excel, PowerPoint, Publisher, and Esri products.



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#### **Physical Requirements/Working Conditions:**

This work is sedentary and requires little to no exertion of force; work regularly requires sitting, bending, reaching, hand dexterity (grasping, holding, keyboarding, repetitive movements), reading, writing, eye-hand coordination, seeing (near and/or far, color, depth, field of vision), hearing, using the telephone, contact with government officials and the general public, working overtime, and working inside and alone. Work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

#### **Minimum Qualifications:**

- Bachelor's degree with coursework in urban and regional planning or related field.
- 1-3 years experience in municipal planning and zoning.

#### **Special Requirements:**

- Valid driver's license in the State of Michigan.
- AICP and/or Zoning Administration certification preferred.
- Bilingual/multilingual preferred.

For a complete job description and application please visit our website at  
<https://www.battlecreekmi.gov/563/Employment-Opportunities>