

## **City of Maumee Urban Planning Coordinator**

The City of Maumee is accepting applications for the position of Urban Planning Coordinator. The Urban Planning Coordinator Under the direction of the City Administrator/Public Safety Director performs professional planning and zoning services for the division which has primary economic and community development responsibilities in the city. Coordinates, manages, and implements special City projects undertaken to advance community and economic development goals. Work includes research, analysis, preparation of reports/recommendations, presentation, and zoning administration/enforcement which also includes some inspection. Position also involves extensive public contact (internal and external) and organization of tasks to achieve effective planning, land use, zoning, and historic preservation. Secondly, the position may involve other departmental functions such as rehabilitation, redevelopment, and economic development; prepare applications for Federal, State, and Local grants and provide related administrative services; assist with formulation of policies and the administration of contracts; assist with the acquisition and disposal of real property; act as a liaison between City and other governmental agencies, contractors, business owners, and citizens; assist in the supervision and management of overall program progress.

**Requirements:** Bachelor's degree in Planning, Urban Planning, Community Development, Landscape Architecture or similar degree required. Master's degree in Urban Planning or similar degree preferred. Equivalent experience may be considered in lieu of education. 3 Years of experience in Urban Planning and zoning required, in public service preferred. Must have a valid driver's license with driving privileges that meet the City of Maumee's insurability requirements. AICP certification preferred. Member of the American Planning Association national and local chapter required upon hire.

**Salary:** \$84,951 - \$109,014 annually, with excellent benefits.

**Applications:** Available online at: [www.maumee.org](http://www.maumee.org).

**Submission:** The City of Maumee application can be found on our website under Human resources. The completed application and resume and cover letter should be emailed to [hr@maumee.org](mailto:hr@maumee.org) or delivered/mailed to Human Resource Manager, City of Maumee, 400 Conant Street, Maumee, OH 43537-3380 by **July 5, 2023, at 4:30 pm.**

Due to the public records laws of Ohio, application materials cannot be considered confidential. The City of Maumee is an EO/AA Employer.