### EMPLOYMENT OPPORTUNITY

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Planner</th>
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<tbody>
<tr>
<td>Department</td>
<td>Community Development</td>
</tr>
<tr>
<td>Posting Date</td>
<td>November 8, 2019</td>
</tr>
<tr>
<td>Closing Date for Resumes/Applications</td>
<td>November 22, 2019</td>
</tr>
<tr>
<td>Salary Range</td>
<td>$59,168.03 - $79,876.84</td>
</tr>
<tr>
<td>Benefits</td>
<td>Medical, Dental, Life and Disability Insurance; FSA; Retirement Benefits; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.</td>
</tr>
<tr>
<td>Exempt/ Non-exempt</td>
<td>Exempt</td>
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<tr>
<td>Status</td>
<td>Full Time</td>
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The City of Saint Charles Community Development Department is currently recruiting for the position of Planner. The purpose of this position is to perform professional urban planning tasks including analyzing data and surveys, and advising City policy makers regarding development and redevelopment issues.

**Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Acts as liaison to various City groups, organizations and affiliations including the City’s Landmarks Board, Beautification Commission, Board of Adjustment, Special Business District Board and Planning and Zoning Commission.
- Informs and advises the general public, builders, property owners, tenants, business owners and other interested parties regarding planning issues, zoning ordinances, city ordinance, procedures and processes.
- Conducts major studies in areas such as historic preservation, neighborhood planning, and urban design.
- Compiles and analyzes social, economic, transportation, land use, green space and related planning data used to analyze community planning problems.
- Evaluates and analyzes development projects and rezoning requests for consistency with Comprehensive Plan policies and current City code.
- Assists in the development and interpretation of the Comprehensive Plan and Zoning Ordinance.
- Meets with and advises municipal officials, commission members, citizen groups, in complex planning matters; Provides information and support and assists in formulation of policy and objectives.
- Prepares and presents reports, special maps, charts and other materials for inclusion in presentations to municipal officials, the public, commissions, and other City departments.
- Responds to public inquiries regarding regulations and future plans.
- Organizes, attends, and plans meetings for public involvement in planning and other planning meetings.

**Minimum Training and Experience Required**

- Bachelor’s degree in Urban Planning, Geography, Historic Preservation or related field
- Master’s degree in Planning, and American Institute of Certified Planners certification preferred.
- Two to three years of professional planning, historic preservation, development or related experience.
- A combination of education and experience that provides the equivalent knowledge, skills, and abilities.
- A valid driver’s license is required.

**How to Apply**

Online employment applications can be accessed on our City Website: [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov)

*The City of Saint Charles is an Equal Opportunity Employer and participates in E-Verify*