

## City of Euclid

### Job Posting

**Job Title:** Planning Manager

**Department:** Planning and Development

**Status:** A. Unclassified      B. Exempt - FLSA

**Job Summary:** Working under the direction of the Director of Planning and Development, the employee manages a wide variety and scale of programs and projects focused on improving quality of life by shaping the physical setting for working, living and visiting the City. The employee endeavors to create memorable, integrated, equitable solutions to complex design and planning problems.

#### Job Duties:

- Plan, design and implement public projects ranging from municipal beautification and placemaking initiatives to the development of comprehensive park, residential and commercial districts. Work includes but is not limited to streetscape and transportation projects, public art projects, historic preservation and landmark projects, and open and vacant space assembly and planning projects.
- Work closely with other departmental and City staff to coordinate, strategize and achieve planning goals as outlined by the “Euclid Master Plan”. Provide assistance in short and long-term plans including the preparation of studies, reports and recommendations to achieve the City’s goals for physical space development and public infrastructure improvements.
- Collaborate with the Departments of Building, Recreation and Public Service as needed.
- Work closely with the Zoning Commissioner to coordinate the development of zoning and design standards for the City to promote and encourage private sector improvements and redevelopment.
- Work closely with the Community Development Manager and Coordinators on planning, bidding, contracting and implementing projects funded by CDBG and other federal funds. Work closely with the City’s Prevailing Wage Coordinator to ensure compliance.
- Effectively manage relationships with key community, industry and government stakeholders, grantors and organizations in order to ensure the success of planning initiatives.
- Identify potential funding sources to facilitate planning and placemaking initiatives and research, prepare and manage grant applications on behalf of the City.
- Collaborate with consultants, business owners and associations, citizen groups and other stakeholders in community engagement processes related to focused planning initiatives, such as the Top of the Tank.

- Incorporate City goals for sustainability, community engagement, equity into regulatory and other requirements when creating planning solutions.
- Serve as the staff liaison to the City's Architectural Review Board (ARB). Closely work with the Zoning Commissioner and Coordinator to receive, review and prepare recommendations to the Board while advising applicants, design professionals and contractors regarding projects, policies and design standards. Monitor applicant's compliance with the Board's final recommendations.
- Work with the Economic Development Manager and Community Development Special Projects Coordinator on Storefront Application projects and serve as a concierge for these grantees throughout the ARB process.
- Serve as the staff liaison to the City's Landmarks Commission (LC). Closely work with the Zoning Commissioner and Coordinator to receive, review and prepare recommendations to the Commission while advising applicants, design professionals and contractors regarding projects, policies and design standards. Monitor applicant's compliance with the Board's final recommendations.
- Assist in the management of the Downtown Special Improvement District (SID) and other future SIDs as it relates to physical interventions including marketing, public art, street furniture and other beautification projects.
- Assist in Keep Euclid Beautiful, Community Development Corporation and other City-related placemaking and public art initiatives.
- Write requests for qualifications / proposals for a variety of professional services from external consultants.
- Administer various design and engineering contracts with external consultants, including coordinating resolution of issues, construction oversight and the tracking and distribution of spending.
- Develop and provide presentations in order to educate the community and governmental officials and promote planning initiatives in the City.
- Assist the Director in preparing and administering various planning functions such as coordinating public meetings, generating content for announcements and press releases, the department's annual report, the monthly Euclid Observer, etc.
- Assist the Director in analyzing and making planning recommendations to City departments, boards, councils and commissions, community leaders, developers, businesses and the public.
- Serves on committees and attends meetings as determined by the Director.
- Stay up-to-date on local and national planning and placemaking trends and opportunities.
- Maintain licenses and certifications as required, if applicable.
- Supervise planning staff as required.
- Perform all other duties as required.

**Work Environment:** Office. Sedentary work: exerting negligible force; occasional walking and standing. Physical activity: climbing, stooping, kneeling, pushing, pulling, lifting, fingering and grasping. Some field time visiting applicant sites.

**Requirements:**

- Bachelor degree in planning, architecture, landscape architecture, fine arts or related field and three to five years of related employment experience in the public or private sector required. Masters degree in related field or equivalent employment experience preferred.
- Professional Landscape Architecture (PLA) credential, American Institute of Architects (AIA) credential, American Institute of Certified Planners (AICP) credential or similar designation or ability to achieve such designation preferred.
- Proficiency with Microsoft Office Suite required. Proficiency with Adobe Creative Suite and GIS preferred.
- Excellent interpersonal communication, public speaking skills and customer relation skills are required to maintain effective working relationships.
- Experience with graphic design, construction administration, grant writing and administration, data collection and analysis and knowledge of local, state and federal planning programs and organizations preferred.
- Ability to exercise independent judgement and discretion, carry out instructions, prepare documentation and maintain records are essential skills of the job.

It is the policy of the City of Euclid to seek and employ the best qualified individuals for all positions, to provide equal opportunity for the advancement of employees, including upgrading, promotion and training: and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, sex/gender, national origin, age, ancestry, disability, sexual orientation or gender expression, genetic information, military status or veteran status.

Hiring manager: Allison Lukacsy-Love

Pay rate: \$24.00- \$34.00, per hour, commensurate with experience

Full Time, 40 hours per week, 8:30am – 5:00 pm

Submit resume with a cover letter, and/or city application to [jobs@cityofeuclid.com](mailto:jobs@cityofeuclid.com)