



Announcement No. 23-024

August 10, 2023

## **Deputy Planner/Sustainability Coordinator**

Reporting to the Planning Director, the Deputy Planner/Sustainability Coordinator primarily performs professional work in the fields of current and long range planning. This position assists with the development and implementation of policies, procedures, and practices to accomplish planning objectives. The Deputy Planner/Sustainability Coordinator may be assigned to one or more fields of practice, as determined by the Planning Director. The Deputy Planner/Sustainability Coordinator shall function with a high degree of independence and utilize sound professional judgement, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for their functional area. The Deputy Planner will also serve as the City's Sustainability and Resiliency Coordinator.

This is an Exempt position under the ACT group. The general wage range for this position is \$71,000.00 - \$93,493.44, dependent on qualifications and experience. Competitive benefits package. A detailed job description can be found at

<https://www.traversecitymi.gov/userfiles/filemanager/7y7wmpvk90ixvg7g04yq/>

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Thorough knowledge of applicable state statutes and local development ordinances and regulations.
- Thorough knowledge of the theory, principles and techniques of municipal planning, placemaking, urban design, land-use issues, sustainability and resiliency.
- Thorough knowledge of best practices related to sustainability, resiliency, and climate mitigation.
- Develop, implement and maintain procedures and processes to enhance efficiency in department operations.

### **Education, Training and Experience:**

- Educational requirements include a Bachelor's degree in urban planning, urban design, public administration, economic development, or related field. Master's Degree preferred.
- Minimum of five years of progressively responsible planning experiencing, including administration, placemaking, and zoning administration responsibilities.

### **Licensing and Other Requirements:**

- Certification as a professional community planner (AICP) is preferred.
- Membership in the American Planning Association and Michigan Association of Planning
- Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of the date of hire.

**TO BE CONSIDERED CANDIDATES MUST SUBMIT RESUME, COVER LETTER, AND COMPLETED APPLICATION** to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traversecitymi.gov](mailto:jobs@traversecitymi.gov)

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