



JOB POSTING
CITY OF FRANKFORT
Staff Planner II

As Kentucky's Capital City, Frankfort is committed to preserving its unique history while taking a proactive approach to building its future. We promote an enhanced quality of life, work and play by providing professional services in a responsive, timely and compassionate manner that meets and exceeds expectations of all our citizens.

Our employees enjoy a supportive work environment, offering work/life balance and a real opportunity to make a difference.

Staff Planner II, Frankfort, KY
Full time position

Under general direction, performs coordination efforts within the Community & Neighborhood Services Division and administers multiple City programs related to neighborhood improvement while also participating as a back-up Neighborhood Inspector and working with other planning staff on long range planning activities. This position reports to the Planning and Community Development Director and joins a staff of six.

Key Responsibilities Include:

- Develops and manages City programs related to neighborhood improvement services including but not necessarily limited to possible neighborhood grant programs, Code Enforcement Hardship Assistance Programs, Property Improvement Revolving Loan programs, and Community Improvement Task Force programs.
- Performs community outreach and education related to the City's Nuisance Code, Zoning Ordinance and the associated City programs.
- Actively participates in the City's Annual PRIDE Sweep and Abandoned Property Sweep.
- Works with Neighborhood Inspector(s) to ensure timely and thorough code enforcement inspection regime including handling a portion of the daily code enforcement workload.
- May oversee work of planning interns.
- Participate with the Community Planning staff in preparing neighborhood plans and other long-range planning activities, as well as filling in as necessary on daily planning activities and customer service.
- Attends evening meetings as needed and may present reports during meetings.
- Assists the departmental team as needed.

Candidate Competencies Include:

- Communicating clearly and effectively both orally and in writing.
- Treating all people with respect; working cooperatively with people of diverse cultural identities.
- Ensuring accuracy in documentation and data.
- Understanding and appropriately applying principles, procedures, requirements, regulations, and policies of the department.
- Proficiency with current computer software and GIS functions.
- Working in a thorough and timely manner.
- Ability to manage multiple tasks.
- Supporting a respectful, diverse and inclusive work environment where decisions and transactions are transparent and objective.

Work Experience Requirements:

Two years of experience in municipal planning and/or community development or related field preferred. Graduate work in a related field will substitute for the experience on a year-for-year basis.

Education Requirements:

Bachelor's degree in Urban Planning or related field from an accredited college or university. Additional experience will substitute for the education on a year-for-year basis. Possession of an ICC or comparable certification in Code Enforcement, or AICP certification would be appreciated.

Special Requirements:

Must possess and maintain a valid Commonwealth of Kentucky driver's license.

Benefits

Employees receive a comprehensive benefits package including pension benefits, medical, dental, vision, life, disability insurance, paid leave, 401(k) and 457 options with an employer match, and tuition reimbursement.

How To Apply

Interested candidates should submit the following items by 4:00 p.m., Friday, October 26, 2018

- Cover letter
- Resume
- Fully completed City of Frankfort employment application

Please note that satisfactory completion of a drug test and background check is a condition of employment.

Please submit all documents via the City of Frankfort's website.

The City of Frankfort is an Equal Opportunity Employer and Values Diversity.