

City Planner

Recruitment Profile





GRAND HAVEN CITY PLANNER: RECRUITMENT PROFILE

INTRODUCTION

This Recruitment Profile provides community background, outlines City of Grand Haven structure, and identifies challenges and priorities considered particularly important over the next several years. It lays out the candidates' qualification criteria identified as crucial for the next Planner. This Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

BACKGROUND

COMMUNITY

The Grand Haven area and Northern Ottawa County is one of the most historically significant areas in the state of Michigan, with its history dating back over 300 years. This lakeshore town has a 1.5 mile boardwalk that spans from downtown Grand Haven to Lake Michigan. Grand Haven has a population of 11,000 and the surrounding area is estimated to have grown 11% since 2010.

Each year this area welcomes hundreds of thousands of visitors to its vacation playground. Grand Haven boasts the name "Coast Guard City, USA" as it hosts an annual Coast Guard Festival that attracts 600,000 people each year. The convenient location and never-too-warm summer climate have made it a vacation mecca. Even though the area comes alive in the summer, there is plenty to do in the fall, winter, and spring through the thousands of acres of parks, including downhill skiing at Mulligan's Hollow. Grand Haven is truly a pleasant place in which to live and visit.

CITY OVERVIEW

We value diversity...We welcome, honor, and respect the differences between us all.

We value ethics...We strive to do the right thing, even if it's hard.

We value professionalism...We are qualified, skilled, and committed to our citizens and visitors.

We value respectfulness...We respect each other's values, differences, and contributions.

The City has seven departments, which are City Council, City Manager's Office, Finance, Department of Public Works, Department of Public Safety, Airport, and City Clerk. There are also several affiliates, such as the Sewer Authority, Main Street, Northwest Ottawa Water System, and others. We have around 150 employees that are resident and visitor-orientated and provide the best service possible. The city has an operating budget of \$47 million.

PLANNING & ZONING

The City has made strategic amendments to its zoning ordinance over the years, including a more major update in 2021. The community is currently undergoing a Master Plan update. Current guiding principles are:

- Build on what's working
- Understand coastal processes
- Support smart growth
- Plan for place
- Be a walkable community
- Collaborate regionally
- Build community resilience
- Prepare for climate variability
- Compete in the new economy



THE POSITION

CITY PLANNER

Under the general supervision of the City Manager, manages a range of development and neighborhood services including planning, zoning and community development and redevelopment.

1. Provides overall management and administration for the City's planning and community development functions, including acting as Zoning Administrator and City Planner.
2. Provides technical expertise and high level support to the City Planning Commission, Zoning Board of Appeals and other bodies as needed. Prepares board agendas and regular and special reports, provides technical analysis and makes presentations. Advises the commission on matters related to development of the City, prepares recommendations and submits public improvement projects to the Planning Commission and/or City Council for consideration.
3. Drafts revisions and amendments to the City's Zoning Ordinance, develops and administers the City's Master Plan. Works with consultants and attorneys as needed.
4. Develops, recommends and implements departmental policies and procedures to meet short and long range goals and customer service standards.
5. Coordinates operational budget with City Manager's Office. Prepares capital budgets for specific special projects. Ensures effective and efficient use of budgeted funds, personnel, materials, facilities and time. Approves purchases and prepares departmental financial summaries as required, ensuring activities are completed in accordance with internal policies and procedures. Prepares and presents specifications and receives bids for assigned projects.
6. Ensures effective public relations and customer service related to planning and development. Confers with a range of interests and individuals, responds to and resolves complaints and complex issues, and ensures proper public notification on development issues, and promoting citizen participation and positive public relations on departmental programs and activities.
7. Reviews private and public developments, guides compliance with the master plan, and advises on alternative development methods. Oversees the site plan review activities of the department. Encourages, advances and supports private and public investment while ensuring compliance with myriad regulations.
8. Coordinates with Code Enforcement Officer regarding the investigation and processing of zoning complaints and violations, the proactive enforcement of zoning laws within the City, and the completion of corrective measures.
9. Provides professional and technical expertise as part of a broad multi-disciplinary management team. Attends various board, commission, Council and committee meetings, representing the City with regard to planning, zoning and development.
10. Keeps abreast of changing regulations and policies through continued education and professional growth. Maintains cooperative relationships with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
11. Supports contracted community development functions. Coordinates special initiatives and community designations related to improving the community and attracting private investment (Redevelopment Ready Communities, Michigan Green Communities, etc).
12. Performs related work as required.



COMPENSATION AND BENEFITS

An annual salary range of \$56,336 - \$73,237, payable on a bi-weekly schedule, along with employer-paid payroll benefits as required by State and Federal Law. Benefits include health insurance, PTO, paid holidays, matched contribution retirement plan, and a health care savings plan provided for retirement.

CANDIDATE: DESIRABLE QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in planning, civil engineering, public administration, urban affairs or similar discipline is required. Three or more years of municipal experience in planning, community development, site plan review and zoning administration is required. Certification as a professional community planner is desirable. These qualifications are guidelines as other combinations of education, experience, skills, and abilities may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Strategic Thinking/Visionary: Must be highly skilled at organizational leadership and strategic planning. Must be creative and innovative and able to develop new ways of looking at problems and arriving at solutions. Must be able to grasp information quickly and demonstrate an ability to manage highly complex issues. Able to consider the relative costs and benefits of potential actions and to choose the most appropriate one. Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Even disposition, temperament, and the ability to take constructive criticism without being defensive.

Strong Subject Matter Knowledge: Expected to provide resolute leadership, advice, and guidance on planning, zoning, and land-use issues. Must have thorough knowledge of state and local land-use ordinances and regulations. Considerable knowledge of municipal operations as they relate to development, redevelopment and growth of the city is needed.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.

Leadership: Must be able to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other government agencies, and municipal employees. Must have ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress and within deadlines.

APPLICATION

Visit grandhaven.org/jobs to view the job posting and to apply online. A resume and cover letter should be included when submitting. Candidates will be evaluated throughout the recruiting process; therefore you are encouraged to apply as soon as possible. The deadline to accept applications and supplemental information is Friday, April 15, 2022, or until filled.



Inquires relating to the recruitment and selection process may be directed to the attention of:

Patrick McGinnis
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