

## **BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY**

*The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.*

### **Senior Planner**

The Borough of Carlisle is something special. We welcome bold ideas that create a safe, inclusive, and welcoming community where every individual can thrive and make a difference. We are leading the way with innovative initiatives that place environmental and climate concerns at the forefront. Staff work to create a healthy, safe, and sustainable community that provides opportunities for all citizens and businesses to thrive through leadership, partnerships, and stewardship of resources and assets.

The Borough of Carlisle Sustainable Community & Economic Planning (SCEP) Department is seeking a Senior Planner to meet the social, economic, and environmental demands of the 21<sup>st</sup> Century. The department has several areas of focus including land use, planning, and zoning, the investment of federal, state, and local grant funds into neighborhoods, historic preservation, economic development, rental housing and building inspections, and the enforcement of codes and ordinances. This is an exciting opportunity to contribute to a vital department and plan for the future needs of our dynamic community!

#### **EXCELLENT BENEFITS FOR FULL-TIME EMPLOYEES**

**Insurance Coverage Starts Day 1 of Employment**

**Public Service Loan Forgiveness Qualifying Employer**

Medical, dental, and vision insurance  
Life and disability insurance  
Professional development and training  
Tuition Reimbursement

Pension/Retirement  
Employee assistance program  
Paid leave and holidays  
Relocation Assistance

**PAY RATE:** \$32.03 – \$42.69/hr to start, dependent on qualifications

**The job description is on our website: [www.carlislepa.org](http://www.carlislepa.org)**

**For questions or to submit your resume and cover letter:**

**Contact: Meagan Pryor, HR Compensation Coordinator**

**Email: [mpryor@carlislepa.org](mailto:mpryor@carlislepa.org) or Call: 717-240-6901**

# **BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY**

## **Senior Planner**

**POSITION SUMMARY:** This professional position provides project management for current planning efforts, including zoning regulation, subdivision and land development review, and economic development program support. Work is performed under general supervision with considerable independent judgement. This role requires advanced professional planning experience and exercises independent judgment.

The Senior Planner provides exceptional customer service and is expected to uphold the public interest and work collaboratively with management, staff, and residents to advance Carlisle's vision and reputation as a progressive, inclusive, and responsive government.

**ESSENTIAL DUTIES & RESPONSIBILITIES:** The essential functions may include the customary duties and responsibilities noted herein, however, the information below is not an exhaustive list of duties and instead serves as a representative sample of the expectations of the position.

1. Serves as an Assistant Zoning Officer (AZO) under the general direction of the Director of SCEP.
2. Reviews and prepares comments for subdivision and land development proposals and ensures compliance with conditions of approval, performance security, and plan recording.
3. Reviews and acts on zoning permit applications and initiates enforcement actions necessary to correct land use violations.
4. Investigates and analyzes data to assist in the development of written staff reports in support of recommendations for official action; writes and presents formal and technical reports, working papers, and correspondence.
5. Attends public meetings, presents information to the public, and assists the public as required.
6. Follows public notification procedures for public meetings.
7. Supports the duties of the floodplain administrator including fulfilling such duties in the absence or direction of the Zoning Officer.
8. Assists with the identification of grant funding and coordination of grant funded planning projects including monitoring project schedules and deliverables.
9. Assists with economic development programs available to residents and property owners such as: energy assistance, homeowner utility assistance, rental rehabilitation, shop steading loan, sidewalk repair assistance, street view grant, and tree removal and replacement funding.
10. Assists with long range planning initiatives such as: historic preservation planning, climate action planning, transportation planning, reuse and redevelopment planning, and sustainable community planning.
11. Performs related work and assists other departments as assigned.

**KNOWLEDGE/SKILLS/QUALITIES:** The ideal candidate should possess the following:

- Working knowledge of the Pennsylvania Municipalities Planning Code (MPC).
- In-depth knowledge of a specific area of planning including land use planning, zoning, transportation planning, environmental planning, urban design, housing, historic preservation, or economic development.
- Knowledge of current trends in federal, state, and local planning.
- Skills in Adobe creative apps, Microsoft Office, and ESRI GIS applications.
- Demonstrate professional level of responsibility and resourcefulness in planning.
- Ability to inspect, review plans, and document code compliance in writing.
- Group facilitation skills for public meetings and community workshops.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Effective written and verbal communication skills; ability to follow oral and written instructions accurately and carefully.
- Ability to facilitate in-person and virtual public participation activities.
- Desire and ability to learn new skills.
- Ability to establish and maintain effective working relationships with others.

**MINIMUM REQUIREMENTS AND QUALIFYING CRITERIA:** An equivalent combination of credentials and experience to sufficiently perform the duties of the position may be considered:

- Bachelor's degree in a related field such as urban studies, planning, public administration, economics, etc.
- Five (5) years of relevant professional experience.
- AICP Certification preferred but not required.
- Valid Pennsylvania driver's license.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** The physical demands described below are representative of those required for the position.

- Tasks are regularly performed inside without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes); however, from time to time some field work may be required.
- Walking, standing; stooping, kneeling, crouching, bending, reaching, pushing, pulling, and lifting less than 10 pounds; tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.
- Use hands to handle, grasp, and write.
- See and communicate effectively.
- Must be able to use body to work, move or carry objects or materials.