



**CITY OF FLINT**  
**POSITION OPENING**  
**Chief Planning Officer**

**POSITION DESCRIPTION: CHIEF PLANNER**

The City of Flint seeks to hire a highly motivated Chief Planning Officer to lead a Comprehensive Master Planning process within the Department of Community and Economic Development. Candidates are encouraged to apply who have significant experience in managing forward-thinking, sustainable urban planning projects and a demonstrated ability to coordinate decision making across multiple entities and stakeholder groups. The successful candidate will be challenge-oriented and sensitive to the City's social and geographic dynamics. Flexibility, open-mindedness and creativity are highly desirable. Associated duties and further qualifications are outlined below. Review of applications will begin on Monday, March 21, 2011. Applications will continue to be accepted until the position is filled.

**CITY OF FLINT BACKGROUND:**

Once nationally celebrated as one of the country's booming cities, Flint, Michigan is facing significant challenges related to economic disinvestment and population decline. The many challenges associated with the economic and social restructuring are readily apparent within the city, among them large-scale residential abandonment, unremediated brownfield sites, high rates of poverty, lack of commercial vitality, and public safety concerns.

Confronted by these painful transformations, the City of Flint and its people have demonstrated resilience, resourcefulness, and an enduring belief in the City's potential for renewal. Signs of a growing momentum for the city's recovery is visible in the recent rejuvenation of Flint's downtown core, increased citizen involvement in neighborhood improvement efforts, and a proliferation of public, private, and civil-sector partnerships that foster economic development, arts and culture, and education.

Presently, the City is preparing to launch a broadly inclusive process that will engage citizens, civic leaders, and local partners in creating a new comprehensive plan to guide Flint's development over the next three years. Initiated under the Department of Housing and Urban Development's, Office of Sustainable Housing and Communities, Community Challenge Planning Grant Program, this effort represents a decisive opportunity for the people of Flint to determine the shape of their future, and for Flint to play a leading role in redefining American prosperity in the context of innovative sustainable urbanism.

**COMPENSATION:** Salary range \$80,000 - \$94,000 annually with full benefits in accordance with appointed and exempt employee classification

**GENERAL STATEMENT OF DUTIES:**

Advanced and highly responsible professional planning work, including the establishment and management of a Planning Division within the Department of Community and Economic Development. Serves as a resource to all community and economic planning activities including but not limited to the Planning Commission, Zoning Board of Appeals, Economic Development Corporation, and Historic District Commission.

**SUPERVISION**

Chief Planning Officer reports to the Director of the Department of Community and Economic Development and the Mayor

**SUPERVISION EXERCISED:**

Manages the activities of the Planning Division staff and consultants.

**MINIMUM REQUIREMENTS:**

1. A Master's Degree in Urban Planning or closely related field from an accredited college or university with six (6) years of progressively responsible planning experience or a Bachelor's Degree from an accredited college or university in Urban Planning or closely related field; plus eight (8) years of progressively responsible planning experience.
2. A minimum of four (4) years in a leadership or supervisory role.
3. Certification by the American Institute of Certified Planners is preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Experience with innovative, creative urban planning projects, research and analysis.
2. Demonstrated ability to lead public participation and citizen engagement processes among a diverse range of populations.
3. Capacity to serve as the primary contact with key federal officials and agencies within the context of master planning (e.g., HUD, EPA, and MSHDA).
4. Awareness of recent developments, current literature and sources of information related to planning and administration
5. Record of preparing planning reports and statistical studies for general and technical audiences
6. Thorough knowledge of economics, sociology, geography and public finance and administration as applied to urban planning.
7. Ability to interpret state legislation and other rules and regulations relating to planning and development.
8. Ability to inspire and influence others, even without positional authority.
9. Ability to represent the City as an expert witness on urban planning issues.

**POSITION QUALIFICATIONS:**

- Substantial public policy experience in two or more of the key areas: economic development, transportation, housing, environmental sustainability, zoning.
- Extensive experience in grants management and project management.
- Knowledge of public, philanthropic and nonprofit roles in creating and implementing comprehensive planning and development strategies.

- Knowledge of regional, city and neighborhood planning and development processes and regulations.
- Knowledge of the principles and accepted practices of public planning and of the methods of collecting and analyzing planning data.
- Proven ability to identify common interests and facilitate negotiations among disparate parties that result in individual action in service of shared priorities.
- Senior management experience including success in managing large, complex projects.
- Proven ability to move forward conceptual and innovative agendas.
- Ability to negotiate work plan and activities with team members.
- Ability to understand and empathize with people from a variety of social, economic and cultural backgrounds.
- Ability to engage a broad cross-sector of the community and stakeholders, including the Planning Commission, Master Planning Steering Committee, City Council and other groups as required.
- Excellent writing and public speaking abilities.
- Computer skills with software programs, which may include Microsoft Office, databases, and GIS.

**APPLICATION PROCEDURE:**

Please submit a complete application packet consisting of a detailed cover letter (two pages or more), resume or CV, and three professional references to the City of Flint Department of Human Resources and Labor Relations, 1101 S. Saginaw Street, Room 9, Flint, Michigan 48502. Complete applications may also be e-mailed to Lori Harvey at [lh Harvey@cityofflint.com](mailto:lh Harvey@cityofflint.com), 810-766-7280.

**REVIEW AND SELECTION:**

Review of applications will begin on Monday, March 21, 2011. Applications will continue to be accepted until the position is filled. The Chief Planner is described in the Flint City Charter as an executive staff appointment of the Mayor of the City of Flint and does not require Flint City Council approval.

**For More Information Contact:** Tracy B. Atkinson, Department of Community and Economic Development at 810-237-2032 or [tatkinson@cityofflint.com](mailto:tatkinson@cityofflint.com)