CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 6/28/13 de **ANNOUNCEMENT NO. 60**

CHIEF CITY PLANNER **(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is $30,000.05 to $82,781.09 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, JULY 5, 2013 UNTIL 4:30 P.M. ON THURSDAY, JULY 11, 2013.**

NOTE: **APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 11, 2013.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

NOTE: **Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

NOTE: **THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

NOTE: **THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY SIX MONTHS FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.**

DUTIES OF THE POSITION

Under administrative direction, prepares and supervises the preparation of planning studies, development analyses, data analyses, market studies, and maps. Reviews the design and layout of development projects including conformance with zoning, design, and planning standards. Represents the Planning Commission and its Director in public meetings and presentations. Performs related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Urban Planning, Architecture, Public Administration, or related field from a four year accredited college or university is required. Five years of full time paid experience in Urban Planning, Architecture, or closely related field is required. (Substitution: A Master's Degree in Urban Planning or related field may substitute for two years of experience.)

NOTE: **Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.**

NOTE: **Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER