

## PLANNER I

The City of Harrisburg is accepting applications for the position of Planner I in the Department of Community and Economic Development, Bureau of Planning. This management position is an entry-level position within the Bureau of Planning and is responsible for assisting other Planning Bureau staff as necessary in the administration and updating of the City's Comprehensive Plan, Zoning Code, Subdivision and Land Development Ordinance, neighborhood plans, and topical plans, as well as review of permits and applications. This position works closely with the Bureau of Codes, the City Engineer, and other bureaus and departments as necessary regarding the enforcement and interpretation of federal, State, and local ordinances, and improvement of interdepartmental operations. The Planner I position will involve professional-level responsibilities as well as administrative tasks. Work is performed under the direct supervision of the Director of Planning. This position is a management, FLSA-exempt position.

Qualified candidates will possess a bachelor's degree in Urban/Regional Planning, Architecture, Public Policy, or a related area of study with one year of full-time professional planning experience; or a master's degree in Regional or Urban Planning; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience in a municipal or county planning department is preferred. Specialized knowledge in one or more planning areas such as transportation, urban design, economic development, environment, or community engagement is a plus. A valid Pennsylvania Driver's License, Class C, is required.

The annual salary range is \$45,000 to \$50,000 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources  
The Rev. Dr. Martin Luther King, Jr. City Government Center  
10 N. 2<sup>nd</sup> Street, Harrisburg, PA 17101  
Phone: (717) 255-6475  
Email: [HR@harrisburgpa.gov](mailto:HR@harrisburgpa.gov) (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.  
Eric Papenfuse, Mayor  
[www.harrisburgpa.gov](http://www.harrisburgpa.gov)

**JOB TITLE**

**PLANNER I – DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT –  
BUREAU OF PLANNING**

**GENERAL STATEMENT OF DUTIES:**

This management position is an entry-level position within the Bureau of Planning and is responsible for assisting other Planning Bureau staff as necessary in the administration and updating of the City's Comprehensive Plan, Zoning Code, Subdivision and Land Development Ordinance, neighborhood plans, and topical plans, as well as review of permits and applications. This position works closely with the Bureau of Codes, the City Engineer, and other bureaus and departments as necessary regarding the enforcement and interpretation of federal, State, and local ordinances, and improvement of interdepartmental operations. The Planner I position will involve professional-level responsibilities as well as administrative tasks. Work is performed under the direct supervision of the Director of Planning. This position is a management, FLSA-exempt position.

**EQUIPMENT/JOB LOCATION:**

Work is primarily performed at the Rev. Dr. Martin Luther King, Jr., City Government Center; attendance at off-site meetings may be required. Work involves the use of personal computer and peripheral equipment, scanning/photocopying/printing equipment, cameras, fax machine, and telephone. Software primarily includes Microsoft Office, GIS, internet applications, and records storage and organizational programs. Duties are typically performed weekdays from 8:00 a.m. to 5:00 p.m.; however, field work and evening and weekend hours may be required occasionally.

**ESSENTIAL FUNCTIONS:**

Work involves, but is not limited to, the following: review and analysis of permits and applications, including for building projects, public space use, and easements; develop and enhance the Planning Bureau's GIS capabilities; develop maps and visuals using GIS software; improve the public interface through better dissemination of information; provide assistance and support in developing documentation for various boards, commissions, and departments; and research into industry best practices in a variety of topics including sustainability, multimodalism, green infrastructure, urban design, public art, and other current fields. Work tasks involve significant volume of responses to developers, property owners, businesses, and the public regarding general inquiries, status of permits and applications, interpretation of City ordinances, and field surveys. The position will collect a variety of statistical data and develop documentation to support the work of Planning Bureau staff, including GIS maps related to zoning, historic districts, floodplains, census information, and existing conditions.

This position will develop planning studies and reports in support of new and updated plans, programs, and regulations; improve collection, organization, and presentation of data necessary to assist Planning Bureau staff in review of zoning applications, site

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**ESSENTIAL FUNCTIONS (CONT.):**

plans, and other proposals; act as a liaison between community groups, government agencies, developers, and elected officials in various planning issues; identify community problems, issues, and opportunities to be mitigated through better community planning; and interpret and apply State, county, and local codes, ordinances, and regulations, and make recommends on correcting deficiencies or violations. Maintains regular, punctual, and predictable attendance. Reports to work and remains at work in a productive condition, which includes not being under the influence or impaired by the use of alcohol and/or drugs. Establishes and maintains an effective working relationship with supervisors, co-workers, and the general public. Completes all assignments in an efficient, consistent, and timely manner.

**NON-ESSENTIAL FUNCTIONS:**

Performs other related duties as necessary or required.

**REQUIRED KNOWLEDGE & ABILITIES:**

- Knowledge of urban and regional planning principles, practices, and regulations.
- Knowledge of zoning, subdivision, and other development regulations.
- Knowledge of principles, methodology, and practices of research and data collection.
- Strong knowledge of GIS, especially an ESRI-based system.
- Professional and effective verbal and written communication skills, especially with respect to developing and executing presentations at various meetings with Boards, governmental bodies, and the public.
- Ability to interact with staff, property owners, professionals, the general public, and neighborhood organizations.
- Knowledge of computer hardware and software programs, including Microsoft Office and internet applications.
- Ability to develop case reports regarding land use, zoning compliance, and architectural design.
- General knowledge of the geographic layout of the City.
- Ability to analyze and exercise sound judgment in making recommendations, while paying attention to details and keeping big-picture goals in mind.
- Ability to work independently or in a team environment and to operate effectively in both open-ended and highly programmed environments.
- Ability to self-organize to work on several projects or issues simultaneously.

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**QUALIFICATIONS:**

A bachelor's degree in Urban/Regional Planning, Architecture, Public Policy, or a related area of study with one year of full-time professional planning experience; or a master's degree in Regional or Urban Planning; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Experience in a municipal or county planning department is preferred. Specialized knowledge in one or more planning areas such as transportation, urban design, economic development, environment, or community engagement is a plus. A valid Pennsylvania Driver's License, Class C, is required.