

BOARD OF COMMISSIONERS

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Deborah Allen, County Administrator

Leelanau County Government Center
8527 E. Government Center Drive, Suite #101
Suttons Bay, Michigan 49682
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JOB POSTING

The Leelanau County Administrator's Office is seeking qualified candidates for a full-time (35 hours per week) **Senior Planner** under the direction of the Planning & Community Development Director.

This is a Teamsters 214 Union position, Grade 2 with full county benefits. Starting pay is \$23.43-28.94 per hour. A complete job description and link to the online application system is located on the County's website at the following link: <http://www.leelanau.gov/adminemployment.asp>. Any attachments must be in PDF format. **Internal applicants can submit a letter of interest.**

Inquiries can be directed to:

Heather Cade, Human Resources Director

8527 E. Government Center Dr., Suite #101
Suttons Bay, MI 49682
hcade@leelanau.gov
231-256-8114

Required Knowledge, Skills, Abilities and Minimum Qualifications:

Education: Possession of a Bachelor's Degree in Urban Planning or other closely related field, with course work in such areas as: economics, land use, earth sciences, mapping, computer science, or the equivalent.

Experience: A minimum of 6 months' experience with computer software applications; 12 months orientation period.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Summary:

Under the supervision of the Planning Director, assists that individual in the development, implementation and revision of programs and plans to guide future utilization of land, physical facilities and resources. Additionally, assists various boards and commissions and community residents with questions concerning planning, zoning, and county programs. Serves in the absence of the Planning Director, following well-defined policies and guidelines.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job should be considered.

Applications will be accepted until the position is filled.

Leelanau County is an Equal Opportunity Employer

Posted February 21, 2024 5:00pm

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