

JOB OPENING

Position Open Until Filled

CITY OF CENTERTON PLANNER II

The Centerton Planning Department is seeking qualified applicants for the position of Planner II. Duties include review submittals for completeness and compliance to city, state, and federal zoning and development regulations; assist engineers, surveyors, developers, general public, etc. in understanding and complying with the city regulations and policy; prepare summation reports for the Planning Commission to use in making decisions. Will also coordinate project activities and communications for the City staff; and assist with inquiries of zoning and subdivision regulations. Must be able to go from one task to another with frequent interruption.

The full job description and application can be downloaded from the city website www.centertonar.us or picked up at City Hall.

Minimum requirements include: US citizen with valid drivers license; Four year degree + 2 years planning experience, or some equivalent thereof. Must have excellent written and oral skills; ability to read and interpret regulations and procedures; consolidate information and prepare written reports and correspondence; proficient in Microsoft Office; GIS experience is beneficial.

Pay based on experience starting at \$18 per hour. Benefits include excellent health insurance and APERS retirement plan.

Applications may be picked up at City Hall at 290 Main St. Centerton, AR 72719 or visit our website www.centertonar.us. Please send or deliver application and resume to:

Centerton City Hall
Attn: Pam Grant
290 Main St., PO Box 208
Centerton, AR 72719
Office (479) 795-2750 Ext. 24 ♦ Fax (479) 795-2545
pgrant@centertonar.us

MAY 2019