



CHIEF PLANNER

Overview

The Chief Planner is responsible for administering the city's planning functions and managing the city's Redevelopment Code, as well as regional and local planning initiatives. The Chief Planner participates in planning activities involving city departments, public agencies, private partners and stakeholders that are engaged in the development of business growth, quality of life for residents and the city's neighborhoods. The Chief Planner oversees and supervises the Planning Division of the Community Planning & Economic Development Department.

In recent decades, the City of Youngstown adopted a contemporary general plan, known as Youngstown 2010 (2005) and zoning code, known as the Youngstown Redevelopment Code (2013). The Youngstown 2010 plan was awarded the American Planning Association's National Planning Excellence Award for Public Outreach in 2007. The Chief Planner will work to update the plans.

The Chief Planner will coordinate initiatives with the Mayor, Public Works, City Council and the Board of Zoning Appeals & Planning Commission. The Chief Planner is also responsible for representing the city on Eastgate Regional Council of Government's Technical Advisory Committee and participating in Eastgate's periodic updating of its Comprehensive Economic Development Strategy (CEDs).

The Chief Planner will engage with residents, business owners and partners to support the efforts of the Community Planning and Economic Development Department for furtherance of the city's Planning, Zoning, and Design Review functions.

CITY OF YOUNGSTOWN DEMOGRAPHICS

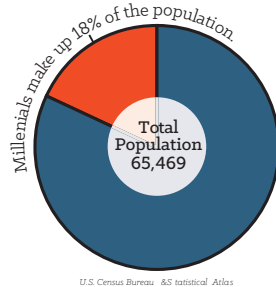
Statistics

27,457
Total Households

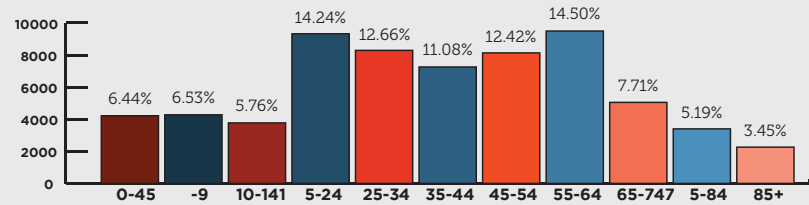
\$26,951
Avg. Household Income

1,927.2
Population/Sq. Mile

U.S. Census Bureau & American Community Survey, 2014-2018

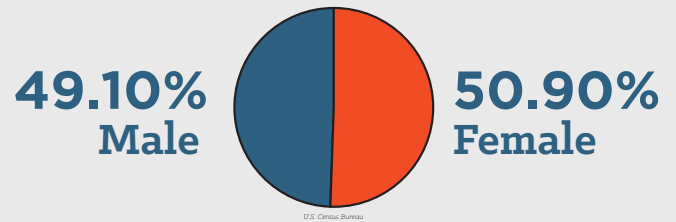


Population



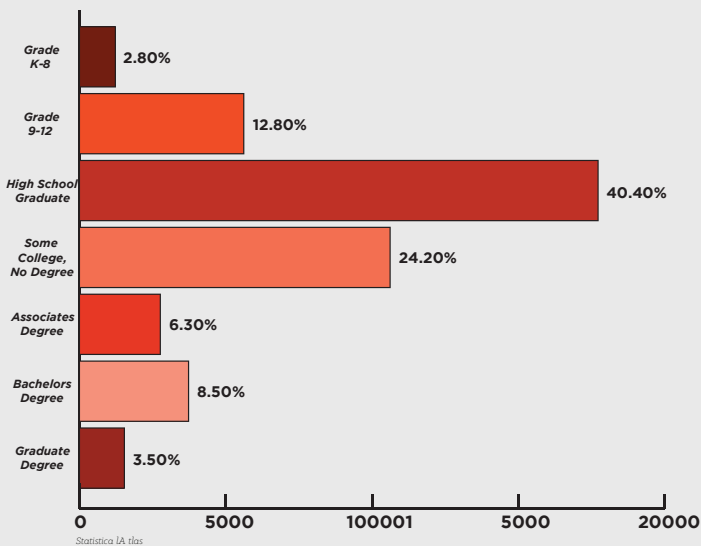
34,586 Housing Units		
Owner Occupied	14,239	41.20%
Renter Occupied	13,544	39.20%
Vacant	6,803	19.70%

American Community Survey, 2014-2018



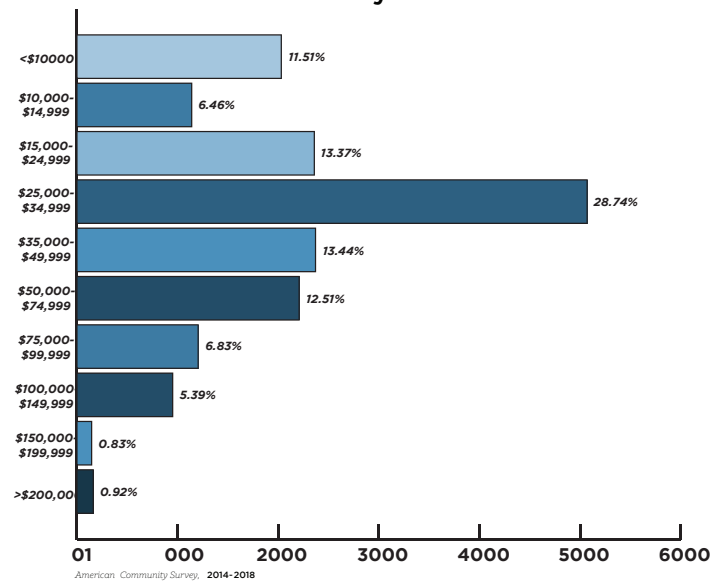
Education

Education Levels of Age 25+ Population



Income









Families by Income



CHIEF PLANNER



CITY GOVERNANCE

<p>President</p>  <p>President Thomas Hetrick</p>	<p>1st Ward</p>  <p>Councilman Julius T. Oliver</p>	<p>2nd Ward</p>  <p>Councilman Jimmy Hughes</p>	<p>3rd Ward</p>  <p>Councilwoman Samantha Turner</p>
<p>4th Ward</p>  <p>Councilman Mike Ray</p>	<p>5th Ward</p>  <p>Councilman Pat Kelly</p>	<p>6th Ward</p>  <p>Councilwoman Anita Davis</p>	<p>7th Ward</p>  <p>Councilwoman Basia Adamczak</p>

The mission of City Council is to be effective stewards of public resources while representing the values of our diverse community. Council Members will provide strong leadership and engage in active partnerships to meet the needs of the community.

Regular meetings of City Council are the 1st and 3rd Wednesday of each month at 5:30 PM. City Council Committee Meeting dates and times vary.

CHIEF PLANNER



ADMINISTRATION



Mayor

Jamael Tito Brown



Chief of Staff/ CPED Director

Nikki Posterli



Director of Finance

Kyle Miasek



Law Director

Jeff Limbian

Mayor Brown: Mayor Brown began leading the current administration when he was elected Youngstown's 51st Mayor on November 7th, 2017. Formerly the Director of Operations of the Mahoning County Treasurer's Office, Brown was responsible for overseeing day-to-day operations and tax collections. Mayor Brown has also served as the Director of the Human Relations Commission for the City of Youngstown, 3rd Ward Councilman, President of Council and the Youngstown City School Board.

Nikki Posterli: Nikki brings her experience in both the public and private sectors to her dual roles as Chief of Staff to Mayor Jamael Tito Brown and Director of Community Planning and Economic Development (CPED). The Community Planning and Economic Development Department is a key component of revitalization efforts in the City of Youngstown. Comprised of three divisions, Community Development, Planning, and Economic Development, the department is able to align resources, strategies, and initiatives to improve neighborhoods, living conditions, and economic opportunities throughout the City.

Kyle Miasek: Kyle served twelve years as the Deputy Finance Director, three years as Interim Director and in 2021 became the city's Finance Director. The Finance Department is responsible for Audit and Budget, Debt Management, Employee Benefits, Purchasing, Accounting and Payroll Taxation, Treasury and Management Information Systems (MIS). Under Kyle's leadership the city received a perfect audit in 2022 for the first time in over twenty years.

Jeff Limbian: Jeff is the Law Director for the City of Youngstown, Ohio. The Law Department represents the City of Youngstown on all legal issues and acts as Counsel to the Mayor, City Council all other City Departments. The law department is also involved in City-related functions such as civil litigation, union/management labor negotiations, arbitration procedures, legislative functions, employee benefits, risk management, and dispute resolution processes.

CHIEF PLANNER

Essential Duties and Responsibilities

- Performs and manages complex and sensitive professional planning, research, and analysis on matters related to city and regional planning, zoning, historic preservation, and design review in the City of Youngstown.
- Monitors and ensures compliance with local, state, and federal laws, regulations, and judicial decisions pertaining to the functions of the division.
- Collaborates with community planning partners including the Eastgate Regional Council of Governments, Kent State University Urban Design Center, the Cleveland Restoration Society, the Western Reserve Land Conservancy, the Regional Economic Development Initiative, Youngstown State University and local Community Development and Workforce Corporations to meet the needs of the Youngstown community through collaborative interagency partnerships.
- Represents the City on the Eastgate Regional Council of Governments General Policy Board.
- Identifies, prepares, submits, and administers grants and loans supporting the city's planning, zoning, historic preservation, and design review programs and priorities.
- Prepares and submits all required monitoring and compliance reports required by federal and state agencies and by philanthropic grantees in a complete and timely manner.
- Oversees the administration and periodic updating of the Citywide Comprehensive Plan (Youngstown 2010), its Design Review Standards for Development (2008), and its Redevelopment Code (2013).
- Supervises projects engaged by the city to assist the department in the areas of city planning and zoning, manages project budgets, and ensures timely completion of work consistent with contract language.
- Provides overall management of divisional responsibilities and programmatic activities.
- Advises the department director on all matters related to city planning, historic preservation, and zoning.
- Advises various boards, commissions, committees, and elected officials on all matters related to the work of the City Planning Division.
- Assigns work to professional staff and ensures that appropriate training is provided.
- Prepares reports on operations and activities, recommending improvements and modifications.
- Participates in budget preparation and administration, monitors and controls expenditures
- Attends and facilitates evening and weekend meetings

CHIEF PLANNER

Required Skills and Qualifications

REQUIRED SKILLS:

- Must be innovative, detail-oriented, experienced in highly variable/controversial projects
- Must be self-motivated and able to complete assignments with minimum direct supervision
- Capable of managing multiple, high-priority projects simultaneously, effectively and meet firm deadlines
- Strong interpersonal skills to develop good working relationships at various levels and resolve complaints
- Ability to deal fairly and openly with the public and address concerns in a timely and accurate manner
- Strong analytical skills to interpret research data for reports and convey their findings in a clear and understandable manner to multiple audiences
- Ability to provide effective supervision and staff management

QUALIFICATIONS:

A Bachelor's Degree from an accredited College or University with major coursework in Urban or Regional Planning, Community Development, Landscape Architecture, Public Administration or related field. Master's degree in Urban or Regional Planning, Urban Design, Public Administration or a closely related field preferred.

Minimum of five years of experience in the fields of urban planning and development; city and regional planning

Minimum of two years of supervisory experienced is required. Professional certification by the American Institute of Certified Planners (AICP) or the ability to obtain certification with one year is preferred.

-Education does not substitute meaningful experience-

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Required Knowledge and Experience

- Thorough knowledge of planning and zoning principles and practice and local government policies and procedures
- Thorough knowledge of specialization such as urban design, historic preservation, community and quality of life conditions, and neighborhood development
- Research methods and data analysis related to urban development, urban design, historic preservation, and neighborhood revitalization
- Methods and techniques of effective technical report preparation and presentation
- Contract management principles and practices
- Pertinent federal, state, and local laws, codes, court decisions, and regulations including recent changes
- Principles and practices of supervision, training, and personnel management
- Budgeting procedures and techniques
- Recent developments, current literature, and sources of information related to planning practices and municipal administration
- Knowledge of local government procedures and practices
- Citizen involvement techniques and processes
- Knowledge of computer hardware and software programs, which include Microsoft Office, Internet applications, remote and share-work conferencing systems, database management or GIS.

Salary & Benefits

The City of Youngstown offers a competitive salary of **\$69,342.62 - \$76,449.78**, with retirement and attractive benefits.

Equal Opportunity

The City of Youngstown values diversity & equal opportunity in the workplace. Veterans, all genders, ethnicities, and persons with disabilities who meet the minimum qualifications are encouraged to apply.

Position Information

How To Apply

Resume & Cover Letter
and any questions *emailed* to:

Jonathan Huff

Civil Service Administrator

jhuff@youngstownohio.gov