

# THE CITY OF HARTFORD

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
The City of Hartford is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.



## SENIOR PLANNER

Salary Range: \$43,953.00-\$59,332.00/Yearly

### POSITION

Vacancy is in the Planning Division of the Development Services Department. Under general supervision, works closely with community and neighborhood organizations to prepare and implement strategic planning and neighborhood revitalization initiatives. Reviews projects and site plans and provides pre-development assistance. Conducts and participates in surveys and special studies. Prepares reports and comments on development submissions. Prepares professional reports and makes presentations to land-use boards and commissions. Provides technical and development assistance to the City's Geographic Information System (GIS) project. Performs related work as required. This is a union position and the hours of work are 40 per week. **This is a grant-funded position renewable on an annual basis. The City of Hartford is not obligated to fund this position upon termination of present funding.**

### QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in city planning, public administration, engineering or a closely-related field. Three years of increasingly responsible experience in planning or redevelopment. A Master's Degree in city planning from an accredited college or university recognized by the American Planning Association may be substituted for part of the experience requirement. Wherever possible, appropriate equivalents will be considered. **A copy of your degree or transcript must be attached to your application. A degree or transcript submitted will be verified by the Human Resources Department. Applications without proper documentation will not be processed.**

### SPECIAL QUALIFICATIONS

**Must possess a valid driver's license. A copy of your driver's license must be attached to your application.**

### EXAMINATION

Open to all applicants who meet the above qualifications. The examination will consist of rating your training and experience as contained on your application. It may include a written test, an oral test, or a combination thereof. All parts of the examination, including tests and ratings, will be related to the position. The examination is designed to measure: Knowledge of the principles and practices of modern city planning; Knowledge of urban geography and construction management; Ability to read and interpret development proposals; Ability to analyze data and prepare reports; Ability to establish and maintain effective working relationships with subordinates, colleagues, clients and the general public; Ability to express oneself clearly and concisely, both orally and in writing. If selected, you will be required to pass a physical examination administered by a City physician, a drug and alcohol screening, a background check and if appointed, serve 3-12 months of probation. This examination is subject to all Federal, State and Municipal laws, rules and regulations.

**The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.**

**APPLICATIONS WILL BE ACCEPTED UNTIL SUFFICIENT APPLICATIONS HAVE BEEN RECEIVED.**

Exam No: 2574  
Issued: 4/7/2009

### EMPLOYMENT BENEFITS:

- Health Plan and Hospitalization
- Paid Vacations and Holidays
- Retirement Plan
- Group Life Insurance
- Sick Leave

Applications are obtained from and submitted to  
**DEPARTMENT OF HUMAN RESOURCES**

MUNICIPAL BUILDING  
550 MAIN STREET  
HARTFORD, CONNECTICUT 06103  
TELEPHONE (860) 543-8590

### VETERAN'S PREFERENCE:

Preferential Points may be given to Eligible Veterans. Check with the Department of Human Resources.

**CHANGE OF ADDRESS:** It is *your responsibility* to notify the Department of Human Resources of any Change of Address on your application..