

232 NORTH QUEEN STREET  
P.O. BOX 828  
MARTINSBURG, WV 25402  
P: (304) 264-2131  
F: (304) 264-2136



CITY OF MARTINSBURG  
WEST VIRGINIA

[www.cityofmartinsburg.org](http://www.cityofmartinsburg.org)

## CITY OF MARTINSBURG

### CITY PLANNER

The City of Martinsburg is accepting applications for the position of **City Planner-Planning Department**.

Graduation from an accredited two (2) or four (4) year college or university with a degree in urban planning or a closely related field and two (2) years of professional, municipal planning or public administration experience. A Master's degree is preferred. American Institute of Certified Planners Certification (AICP) or with eligibility for certification preferred. Only qualified applicants will be considered.

Thorough knowledge of planning practices and principles, land use concepts, zoning, subdivision regulations, populations and annexation issues as related to urban planning. Ability to read and understand complicated plans and blueprints. Ability to prepare, organize and maintain data, reports and systems; ability to prepare presentations and graphic displays; ability to analyze problems and data and use sound judgment in drawing conclusions and making decisions. Considerable knowledge of grant programs, administration of CDBG and other federal grants. Proficiency in computer applications and general administrative abilities.

This position contributes substantial content, organization and professional opinion in the development, implementation and maintenance of the Comprehensive Plan, land use and special studies. Recommends alterations, additions or revisions to the Zoning Ordinance, Subdivision Regulations or other regulations as deemed necessary to implement the Comprehensive Plan. Develops and recommends community resource studies for use by the Planning Commission and City Council in establishing policies and identifying and evaluating needs of the City.

Compiles and maintains land use and demographic data. Assists in developing and maintaining the Geographic Information System (GIS). Maintains the Zoning Ordinance and Map. Serves as the City Flood Plain Compliance Officer providing interpretive advice on development within the flood plain, ensuring compliance with the Flood Plain Regulations. Performs subdivision reviews and reviews private project development plans for all compliance. Evaluates environmental information and recommends mitigation measures to reduce adverse impacts of development. Assists in design for parks, streetscapes, historic preservation and other municipal projects.

From \$58,295 annually; **starting salary negotiable based on qualifications and experience**. The City offers competitive wages and an excellent benefit package. Application may be submitted online at <https://www.cityofmartinsburg.org/residents/careers>. The Deadline to apply is Friday, May 19, 2023. The City of Martinsburg is an equal opportunity employer. EEO/AA.