

Assistant Community Planner

Job Posting

Gardiner is a small Maine city with a historic waterfront downtown surrounded by a large rural community. Gardiner also boasts several walking trails, historic neighborhoods, and a new waterfront recreational park and marina situated on the Kennebec River. Gardiner is located within Augusta, Maine's Capital business region and is home to 5,800 residents, countless small businesses and non-profit organizations, and the Libby Hill Business Park.

The City of Gardiner, Maine is hiring a part-time Assistant Community Planner to assist the Department of Economic and Community Development in community planning; grant writing, administration and stewardship; and committee staffing to support the City's planning and development efforts, including an Orton Family Foundation Heart & Soul Community Planning grant. The position offers thirty hours per week until January, 2014 at a salary range of \$18.00-21.00/hour based on experience and qualifications. Funding from the Heart & Soul grant will end in January, 2014 at which time the hours for the position will be reduced to approximately two (2) days per week. Additional hours may be available pending successful future grant applications, for which the Assistant Community Planner will play a key role. The successful applicant must be available for evening and weekend meetings and engagements in support of project goals. The successful applicant must also be available to fly to Chicago to attend a paid training meeting February 23-26, 2012.

The ideal candidate will have professional experience with municipal planning, grant writing and stewardship, strong communication skills, and the technical knowledge and ability to capably perform a diverse range of tasks. The Assistant Community Planner will have proven grant stewardship ability with demonstrated past success. The Assistant Community Planner will work as needed with all City staff and elected officials, as well as with partner community leadership organizations and a private foundation.

Work involves land use planning; professional writing and grant stewardship; staffing and providing technical assistance to pertinent City committees; researching, analyzing data, and administering land use and planning related projects; maintaining accurate records; and public contact. Work will be supervised by the Director with considerable independence of action. The Director will review work with the Assistant Planner via review of obtained results, submitted reports, and efficiency of methods. A qualified applicant will have a Bachelor's degree in municipal planning, engineering, or an allied field.

A detailed job description is available at [\(link to full posting\)](#):

Applicants should send a cover letter, resume, and contact information for at least three references via e-mail to: dbrown@gardinermaine.com or by mail to this address:

Assistant Community Planner Position
c/o City of Gardiner Human Resources Department
6 Church Street
Gardiner, ME 04345

Deadline for Applications: 12:00 PM on Thursday, February 2, 2012

The City reserves the right to accept or reject applications. Gardiner is an equal opportunity employer. Review of applications will begin on February 2, 2012 and will continue until the position has been filled. For more information, including a complete job description, please visit: www.gardinermaine.com