



**Municipal Planning & Development Officer  
FULL-TIME POSITION**

The City of Lewes, Delaware is seeking a Municipal Planning and Development Officer. This position is responsible for reviewing development applications; making recommendations to the Planning Commission and City Council regarding applications and ordinances; working with elected officials and appointed committees to develop and implement plans to address climate change, hazard mitigation, and sustainability; developing and maintaining GIS data and applications; participating in regional planning initiatives; assisting with preparation of meeting agendas; supervising staff; and managing consulting contracts related to planning projects.

Like many coastal communities, Lewes is facing challenges from development, demographic shifts, and climate change. A successful candidate will assist Lewes to preserve and enhance its social, economic, cultural, and natural resources in the face of these and other challenges. This candidate also should be conversant in all aspects of city planning for a small, historic oceanside municipality, including such concepts as smart growth, coastal resilience, climate adaptation, and historic preservation.

A Bachelor's Degree in planning, environmental studies, public administration, or related field and a minimum of three years of professional planning experience are required. A Master's Degree, five or more years of professional planning experience, and certification through the American Institute of Certified Planners are preferred. The position involves working with the public and with elected and appointed officials, public speaking, and writing reports and other documents.

Salary is negotiable, depending on education and experience of the successful candidate. The fulltime position involves regular office hours along with evening meetings.

Completed applications must be submitted via email or postmarked by **November 22, 2019**, and addressed to [hr@ci.lewes.de.us](mailto:hr@ci.lewes.de.us) or Administrative Assitant, City Manager's Office, City of Lewes, P.O. Box 227, Lewes, DE 19958.

Applications **must** contain the following:

- Cover letter stating, with specificity, qualifications and experience.
- Current resume.
- Completed employment application.
- Recent writing sample (planning document preferred).
- List of at least three references with contact names, email addresses, and telephone numbers.

For additional information concerning submission of proposals, please contact Ann Marie Townshend at [atownshend@ci.lewes.de.us](mailto:atownshend@ci.lewes.de.us) or 302 645-7777.