



City Planner II

City of Saint Paul Job Announcement

Application Deadline: 4:30 p.m., Monday, May 5, 2008

This posting is open to anyone who meets the position requirements.

City Planner II (Exam Number 8037)

Bi-Weekly Salary: Starting, \$1,595.29 - Maximum, \$2,246.69

Approx. Annual Rate: Starting, \$41,637.07 - Maximum, \$58,638.61

REQUIREMENTS:

- College graduation in a planning related field with an urban emphasis and two years of experience as a City Planner I or equivalent (no substitution for college); **OR**
- A master's degree in urban planning.

TO BE CONSIDERED FOR THE POSITION, SUBMIT THESE MATERIALS:

- A legible photocopy of your proof of education (transcript/diploma),
- Completed Supplemental Questionnaire (attached),
- Resume,
- Sample of planning related work product you produced, and
- City of Saint Paul Application must be submitted for all City positions.

HOW TO APPLY:

ONLINE: Submit an application online at www.stpaul.gov/jobs.asp
If additional materials are required, please mail or fax the documents.

-or-

MAIL OR IN PERSON: Office of Human Resources
400 City Hall Annex, 25 W. Fourth Street
Saint Paul, Minnesota 55102

EXAM SUBJECT: Qualifications Rating Pass/Fail

EXAM INFORMATION:

- The Qualification Rating will be based on the requirements. The names of all those who meet the requirements will be placed on the eligible list. The supplemental questionnaire, work sample and resume are information to assist the department in determining who should be offered an employment interview. Be as specific and detailed as possible in answering the questions. Return your completed questionnaire, application, and resume by the application deadline.

NOTICE: If enough promotion candidates apply for this position, only the promotional candidates will be tested.

Included in the Job Announcement

Competencies and Essential Functions

Exam Information

Contact for Questions
Sheila Williams
651- 266- 6520
Or
Sharon DeCarlo
651- 266- 6509

Announcement Date:
4/15/2008

City of Saint Paul
Office of Human Resources

Phone: 651- 266- 6500

24 hours Recorded Jobline:
651- 266- 6502

Fax: 651- 292-7656

Website:
www.stpaul.gov/jobs.asp

E-mail: Jobs@stpaul.gov

Competencies and Essential Functions

City Planner II

The listed examples may not include all the duties performed by all positions in this class. A complete job description is available in the Office of Human Resources or online at <http://stpaul.gov/web/JobDescriptions>. Essential Functions are functions that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation. The Essential Functions are items # 1-5.

1. Considerable knowledge of research methodology and data collection techniques.
2. Considerable knowledge of the principles and practices of policy analysis and City planning.
3. Working ability to communicate clearly and effectively with individuals and groups.
4. Working ability to write in a clear and concise manner.
5. Considerable ability to select, compile and analyze data.
6. Adheres to work schedule and hours assigned.

NUMBER OF JOB OPENINGS: 2

LOCATION OF CURRENT JOB OPENINGS: Planning and Economic Development

**SUPPLEMENTAL QUESTIONNAIRE
CITY PLANNER II (008037)**

INSTRUCTIONS: The rating of your qualifications is based on the training and experience you list for each of the specific skill areas in this supplemental questionnaire and your application. Give complete and detailed responses; be as specific as possible in answering the questions. You may submit your questionnaire by mail, in person or by fax (see Job Announcement).

For questions 1 and 2, use separate paper for your responses. Be sure to put your name on each sheet of paper and to write the corresponding question number by your response. Limit your responses to one page per question. Also, please submit a sample of your best work product.

1. What, in your view, are the principle differences between a public planning agency and a private consulting firm? Why are you interested in working for a public agency?

2. Please describe a complex and/or contentious planning issue with which you were involved. What was the issue? What process was followed and what was your role in it? Who else was involved? What was the outcome? Looking back, what might you have done differently, knowing what you know now?

I certify that the information I provided in answer to the above questions are true and accurate.

Name _____ Signature _____

Date _____

Note: Your answers to the questions are subject to verification.