

Job Title: City Planner

Dept.: Community Development

Location: 700 W. Line St, Annex

Reports to: Director of Community Development

Date: February 22, 2023

### **Job Summary**

Provides professional planning and urban design services in the Community Development Department and performs long-range planning activities regarding growth management, transportation planning, comprehensive planning, downtown development, zoning, and urban design. Duties and responsibilities include, but are not limited to, reviewing site development plans, reviewing subdivision plats, administering development-related ordinances and regulations, assisting, and directing developers and individuals, approving zoning related permits, and performing additional tasks as assigned. Reports directly to the Director of Community Development.

### **Essential Job Functions**

- Provides leadership and direction in the development of long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates planning activities with other departments and agencies as needed.
- Maintains the City's Comprehensive Plan and performs other long-range planning activities regarding growth management, transportation planning, downtown development, annexation, urban design, etc.
- Drafts changes to the Land Development Ordinance and other related ordinances/ regulations for consideration.
- Assists in direction, development, and implementation of growth management, land use, economic development, utilities, housing, transportation, parks and open space, or other plans and codes to meet the City's needs and any inter-governmental agreements or requirements.
- Researches and prepares special projects as required including impact analysis studies, data compilation, and program organization.
- Researches the availability of grants; prepares and submits grant applications; and coordinates the implementation of grant awards.
- Performs current planning and building and site plan review duties as necessary; meets with developers to review plans and plats for compliance with City's Land Development Ordinance and zoning codes; and reviews and makes recommendations for approval of preliminary and final plats.
- Attends professional development workshops and conferences to keep abreast of trends and developments in local government planning.
- Conducts field evaluations and assessments as needed.
- Performs other duties as assigned.

### **Education and Experience:**

Bachelor's degree in urban planning or closely related field; supplemented by a minimum of one year previous experience and/or training involving urban planning, local/regional land use, zoning, land development plan review, and site plan review; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

Requires a valid State of Georgia driver's license. Hold (or obtain within required time frames of hire date) American Institute of Certified Planners (AICP) credential with the American Planning Association (APA) is preferred.

**Job Type:** Full-time

**Starting Salary:** \$45,000 up to \$52,000 annual salary based upon qualifications and experience.