



Planner I

Auburn, Georgia

Posted: Thursday, October 13, 2016

End Date: Friday, November 04, 2016

JOB TITLE: CITY PLANNER I
DEPARTMENT: PLANNING
REPORTS TO: MAYOR AND COUNCIL
POSITION NUMBER: PZ74100-02
STATUS: NON-EXEMPT

POSITION SUMMARY

This position has oversight responsibilities for planning, zoning, building permits, protective inspections, and occupational license. Recommends development/zoning regulations; conducts plan reviews; supervises technical plan reviews, building inspections, code enforcement, and permitting; ensures compliance with land use regulations; recommends fee structures; applies for grants; facilitates planning/zoning board and board of appeals.

MAJOR DUTIES AND RESPONSIBILITIES

- Recommends Development and Zoning Regulations
- Conducts plan reviews for compliance with Development Regulations and Zoning Regulations
- Supervises technical plan reviews
- Supervises building inspections
- Assists code enforcement
- Authorizes issuance of permits and licenses
- Interprets land use regulations
- Recommends / Ensures compliance with land use regulations
- Recommends fee structures
- Informs supervisor about economic or legal issues relating to zoning, building, land use, and environmental policies
- Seeks out and applies for grants
- Facilitates Planning and Zoning Board
- Facilitates Appeals Board
- Performs other duties as assigned

- Assists with Special Events and Activities

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge to review building permit applications, occupational tax license applications, zoning issues, annexations, variance applications, and other inquiries. Knowledge in administering and coordinating zoning and development ordinances. Knowledge on advising various parties of planning and community development processes, zoning ordinances, and related laws and requirements. Ability to use modern office equipment and computers and related software. Understands modern office practices and clerical procedures; skills in performing clerical operations; ability to understand and carry out complex written and oral directions; ability to effectively use computer applications such as Microsoft Office, Excel and Accounting Software. Ability to write and orally communicate detailed information and data in clear and concise manner. Ability to establish and maintain effective working relationships with the general public, co-workers, city officials, regulatory agencies and personnel and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation. Ability to serve the public and fellow employees with honesty and integrity in full accord of all city ethics and conflicts of interest policies.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Urban Planning, Community Development or related field
Minimum of two (2) years of experience in zoning and land development and planning experience
AICP Certification preferred
Valid Georgia Driver's License must be maintained during employment

Starting Salary is \$36,275.20 to \$39,041.60 and includes a competitive benefits package.

Apply at City of Auburn, 1369 Fourth Avenue, Auburn, GA 30011 or mail to Human Resources, P O Box 1059, Auburn, GA 30011, Fax 770-513-9255, email: ccruce@cityofauburn-ga.org. Applications will not be accepted after – Friday, November 4, 2016. Please complete a city application at www.cityofauburn-ga.org.

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