



Job Vacancy

Class Title:	CITY PLANNER
Salary:	\$ 23.90 - \$35.85 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

To support the daily operations of the Community Affairs Department. This is a professional and technical position assisting with planning reviews, zoning enforcement, permitting, and community development initiatives.

ESSENTIAL FUNCTIONS

Reviews applications for planning actions and prepares a variety of materials, reports, and documentation for public hearings, various meetings, and board presentations. Aids with presentations and detailed reports on development proposals to City Council, Planning Commissions, Variance and Zoning Board of Appeals, Downtown Development Authority and the general public.

Ensure public notices and legal ads are submitted and posted timely, and Board Packages are complete.

Maintains the City's zoning ordinance, zoning maps including its availability to the public and identify deficiencies and proactively address such in collaboration with the director, assistant director, planning commission, and city council.

Assists in implementing the City's Comprehensive Plan and Livable Centers Initiative (LCI) Plan.

Maintain accurate, complete, organized files and records pertaining to planning and zoning as directed.

Evaluates zoning, land use, and planning proposals to ensure compliance with municipal codes, ordinances, and regulatory standards. Provides information to the public regarding development regulations.

Participates in preparation and administration of state and federal grants, and special studies as directed; gathers data; conducts research; and prepares and submits related applications, documentation, and reports.

Create presentations, marketing materials, and public-facing communications.

Assists with Community Development Block Grant (CDBG) file management and compliance documentation.

Compiles and maintains socio-economic and demographic data for the community and prepares specific reports as appropriate

Oversee/update City's GIS platform.

Conducts field evaluations and assessments.

Communicate effectively orally and in writing.

Assists in resolving citizen and customer issues.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning or closely related field; supplemented by two (2) years previous experience and/or training involving urban planning, local/regional land use, zoning, land development plan review, site plan review, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid State of Georgia valid driver's license (Class C).

PHYSICAL DEMANDS

Tasks typically performed in an office where the employee is intermittently sitting, standing, walking, bending, crouching, or stooping, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

WORK ENVIRONMENT

The work is regularly performed without exposure to adverse environmental conditions.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.