

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 23-31 **Post Dates:** December 14, 2022 - Until Filled

Classification Title: Community Planner

Pay Rate: \$48,500-\$75,000 (Community Planner I)
\$53,400-\$82,500 (Community Planner II)
\$60,900-\$94,100 (Senior Community Planner)

Location: Community Development

Term of Appointment: Full-time

NOTE: This job announcement is intended to fill a single vacancy within Community Development based on candidate qualifications.

GENERAL NATURE OF WORK:

The Community Planner I: The Community Planner I is an entry-level position within professional planning. The position involves professional-level duties and judgements with supervision from more senior staff.

Community Planner II: The Community Planner II position requires professional planning work of moderate difficulty. It requires a more specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Community Planner I position. The work of the Community Planner II is closely reviewed by supervisors, but receives somewhat less immediate supervision when compared to a Community Planner I.

Senior Community Planner: The Senior Community Planner position requires advanced professional planning experience of high complexity and variety. This position leads or is significantly involved with larger, more complex planning assignments, exercising greater independence and judgement. The Senior Community Planner receives general supervision from the Director of Community Development and other senior management.

ESSENTIAL TASKS:

Community Planner I:

- Develops planning studies and reports in support of new and updated plans, programs, and regulations.
- Reviews or assists in review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
- Evaluates or assists in the evaluation of annexations, re-zonings, ordinance amendments, special exceptions, site plans, variances, certificates of appropriateness, and other proposals.
- Provides information to the public regarding development regulations.
- Conducts field inspections, evaluations, and assessments.

Community Planner II:

- Interprets and applies applicable state and local codes, ordinances and regulations.
- Writes and presents formal and technical reports, working papers and correspondence.
- Conducts review of various development proposals including annexations, rezonings, ordinance amendments, special exceptions, site plans, variances, plats and certificates of appropriateness.
- Assists with updates and maintenance of the Comprehensive Plan and land development regulations.
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning.
- Develops strategies and plans to promote economic and community development or efficient land use consistent with community goals.
- Evaluates the adequacy of community facilities in meeting current and projected needs.

Senior Community Planner:

- Manages complex planning studies, development applications and reviews consultant proposals.
- Reviews and processes complex comprehensive plan amendments and development proposals including annexations, rezonings, ordinance amendments, special exceptions, site plans, variances, plats and certificates of appropriateness.
- Develops project budgets, administers bidding process, verifies contract expenditures and compliance.
- Presents reports and other findings to staff, Planning Commission, Council, and other boards/commissions. Serves as liaison to the Planning Commission and similar boards.
- Develops and/or coordinates regional plans and programs relating to transportation planning, natural/water resource planning, community planning, and other regional planning efforts.
- Conducts research and prepares statistical reports on land use, physical, social, and economic issues.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED FOR THE POSITION:**Community Planner I:**

- Knowledge of the principles and practices of planning.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Ability to interact with diverse groups effectively.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work independently or in a team environment as needed.
- Knowledge of computer hardware and software programs, including GIS.

Community Planner II:

- Knowledge and skills required of Community Planner I
- Well-developed knowledge of the principles and practices of planning.
- Knowledge of one or more in-depth planning specialties, such as economic development, transportation planning, affordable housing, or historic preservation.
- Creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
- Knowledge of or experience in community remediation and redevelopment, and knowledge of relevant Federal programs.

Senior Community Planner:

- Knowledge and skills required of a Community Planner I and II
- Advanced knowledge of the philosophies, principles, practices, and techniques of planning.
- Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, transportation planning, economic development, or land use.
- Knowledge and experience in construction processes.
- Excellent oral and written communication skills for preparing and presenting planning reports and projects.
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials and other decision-makers.
- Group facilitation skills for use with community workshops.

SUPERVISION RECEIVED AND/OR EXERCISED:

- Position is supervised by the Director of Community Development.

PHYSICAL DEMANDS:

Class E criteria job demand.

WORK ENVIRONMENT:

Mixture of outdoor field work and office activity. Evening meetings are required.

MINIMUM QUALIFICATIONS:**Community Planner I:**

- Possession of bachelor's degree in urban planning, architecture, public policy or related area of study.
- One year of planning experience.
- Possession of or ability to obtain valid GA driver's license.

Community Planner II:

- Possession of bachelor's degree in urban planning, architecture, public policy or related area of study.
- At least three years of professional planning experience.
- Possession of or ability to obtain valid GA driver's license.

Senior Community Planner:

- Possession of master's degree in urban planning, architecture, public policy or related area of study.
- Four years of professional planning experience.
- Possession of a bachelor's degree in urban planning, architecture, public policy or related area of study with six years of professional planning experience may substitute for a master's degree.
- Supervisory experience.
- AICP Certification preferred.
- Possession of or ability to obtain valid GA driver's license.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**