

Title: Planner

Hours: Full-Time

The Collaborative, www.thecollaborative.com, an award-winning consulting firm with a national reputation for excellence in planning, design, engineering, and communications, seeks a talented Planner to join its team of professionals supporting a contract for the City of Dunwoody, GA. Our Dunwoody community development team operates as an on-site, full-service community development department in support of the City, providing planning and zoning, building and permitting, and code enforcement services. The services provided by the Department are wide-ranging and constantly changing. It is a fast-paced environment, requiring attention to detail and flexibility in prioritization.

Role

The Planner position is an entry- to intermediate-level role. The Planner spends a significant amount of time on professional planning tasks, works closely with the public on a regular basis to provide customer service on planning issues, and will be tasked to complete administrative tasks in support of The Collaborative contracts with municipalities and other clients.

Primary Duties and Responsibilities

The primary duties and responsibilities of the Planner include:

- Reviews applications to assure compliance with requirements such as land use, parking ratios, height, and other development standards
- Performs routine office tasks in designated program areas, including preparation of zoning certification letters, reviews of business licenses and other applications for zoning compliance, data entry for and the issuance of temporary sign permits, review of minor residential permits, answering telephone calls and emails
- Completes research and planning studies by compiling data and preparing reports
- As case manager administrates zoning applications, including application intake, writing staff reports, and presenting to appointed and elected boards and commissions
- Supports a variety of planning and/or design projects as needed
- Acts as backup for the permitting and business license functions

Duties and Responsibilities Details

- Provides with tact a variety of information to the public including conditions of zoning and land use regulations
- Interprets and applies applicable state, county and local codes, ordinances and regulations
- Writes and presents formal and technical reports and correspondence
- Attends public meetings, often after hours or on weekends
- Discusses potential projects with applicants, including property owners, developers and design professionals. Explains filing procedures and analysis criteria
- May assist with maintaining website and other tools of communication

Minimum Qualifications

- Bachelor's degree in urban planning or similar
- One year of experience in a municipal setting preferred
- Ability to read site plans
- Ability to communicate effectively, both orally and in writing.
- Ability to work under limited supervision.
- Valid Georgia motor vehicle operator's license is required

Commitment

The position is a full-time position. Work hours may include evenings or weekends as necessary.

Salary and Benefits

The Collaborative offers a competitive salary and benefits package.

Equal Opportunity Employer

The Collaborative does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The firm will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Contact Information

Please send cover letter and resume to info@thecollaborative.com. No phone calls please.