

Title: Planner I  
Reports to: Manager of Planning & Zoning  
Supervises: N/A  
Department: Community Development

The position of Planner I is an entry-level position involving professional-level duties and judgment. Employees in this position work under close supervision and perform basic planning tasks and support the City's elected and appointed Boards and Commissions. The employee ensures compliance with the City's Zoning Ordinance and Comprehensive Plan and other plans and local codes; and assists in the development and implementation of planning policies and programs used in the management of the City's community, economic and redevelopment related activities. With demonstrated competency and familiarity with managing routine planning processes and other job duties, employee is may be expected to occasionally cover the responsibilities of higher level Planners during planned and unplanned absences with the oversight of the Manager of Planning and Zoning.

#### Typical Functions

- Reviews or assists in the 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
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals
- Interprets and evaluates planning and planning-related ordinances and laws and advises citizens of their impact
- Acts as liaison between community groups, government agencies, developers and elected officials in review of proposed developments
- Coordinates community review of public and private development projects
- Provides information to the public regarding development regulations
- Assists in resolving citizen and customer issues; Maintains a customer focus; emphasizes usability in all actions; uses and promotes dialogue and feedback among team members and citizens
- Conducts field evaluations and assessments
- Assists code enforcement staff by interpreting ordinances for enforcement and ensures the proper filing of planning records and reports
- Assists with the department's administration of the City's Impact Fee Ordinance and program; manages the development and ongoing accuracy of the Impact Fee Ordinance fee schedule, fee credit and project reduction calculations, where applicable; assists the Finance Department with the preparation of annual reports on the administration of the Impact Fee Ordinance and program on fees collected and expended for system improvements as permitted under the Georgia Development Impact Fee Act O.C.G.A 36-71-1
- Attends evening meetings as needed
- Performs other similar duties as assigned

#### Typical Knowledge

- Knowledge of the principles and practices of planning
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### Typical Skills

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- 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 create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind

### Minimum Qualifications

- Bachelor's degree in City/Regional Planning, Public Administration, or related field
- Two (2) years of public or private sector planning experience
- Proven knowledge of methods and techniques for research and technical report preparation and presentation on information related to urban growth, development and redevelopment
- Working knowledge of modern principles and terms used in general and applied planning, development regulations, land use theory, and comprehensive planning and zoning requirements
- Knowledge of architecture and landscaping design and building codes
- Strong verbal and written communication skills
- A working knowledge of State planning, zoning and development laws
- Ability to ensure program compliance with Federal, State, and local rules, laws, and regulations
- Must possess strong interpersonal skills
- Knowledge of Microsoft Office Suite applications
- Must possess a valid State driver's license

### Benefits

- The person in this position will work 40 hours per week
- Competitive pay
- Full benefits package which includes Medical/Dental, PTO, paid holidays and other optional benefits.

Please submit resume to:

[rtalbert@sandyspringsga.gov](mailto:rtalbert@sandyspringsga.gov)