

Title: Planner/Transportation Planner

Reports to: Manager of Planning and Zoning

Department: Community Development

FLSA: Exempt

General Statement

The Collaborative is seeking a city planner, ideally with transportation planning experience, to join a team of 35-person community development professionals supporting the rapidly growing, 12-year old City of Sandy Springs, GA. Located in metro North Atlanta, the city of 100,000 is a unique experiment in municipal government. On-site contractors perform a large share of the City’s services. The Collaborative, a Boston-based planning, design and communications firm manages the Departments of Community Development, Economic Development and Communications.

Planner/Transportation Planner the Junior/Mid-Level Class position in the Planner series classification. The employee in this class performs a variety of professional and technical planning activities including executing ongoing updates and amendments to the City’s Comprehensive Plan as required by state regulations; coordinates rezoning and variance cases, provides revisions to the Development Code , Technical Manual and other applicable Ordinances; reviews site plans and permit applications; provides technical assistance to elected and appointed Commissions, Boards, the public and other diverse audiences.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides staff support to Mayor and City Council, Planning Commission and Board of Appeals.
- Responsible for processing administrative applications such as zoning certification requests, sign permits, etc.
- Provides support to other divisions and departments by providing zoning reviews and interpretations with the oversight of the Manager.
- Assists with regular updates to the City’s Comprehensive Plan, including the monitoring and reporting on the accomplishment of the Short-term Work Program;
- Coordinates updates to other plans related to the Comprehensive Plan, including the Capital Improvements Plan, Solid Waste Management Plan and other plans required by Comprehensive Plan rule 110-12-1;
- Provides regular amendments and updates to the City’s Development Code, Technical Manual, Noise, Tree Preservation and other ordinances and regulations;
- Ensures and promotes consistency and coordination between the City’s planning activities and other municipal, county, regional, state and federal plans;
- Develops and presents information, research and reports to the City’s elected officials, administration, commissions, boards and the general public;
- Manages federal community development, economic development, housing and/or other grant-funded

programs as required. Employee must have established program management, technical and organizational skills necessary to ensure programs are administered effectively and in compliance with federal state and local requirements.

- Assists with review of site plans and traffic impact studies.
- Performs other duties as assigned.

BASIC QUALIFICATIONS:

- BA/BS in City/Regional Planning with an emphasis on transportation, Public Administration or an equivalent field of undergraduate study.
- Three (3) years public or private sector planning experience.
- Knowledge of principles, practices and procedures related to City and Regional planning and zoning administration, including applicable laws and regulations.
- Knowledge of comprehensive plans, current planning, environmental planning, community planning and the development process;
- Experience with researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Knowledge and experiences with Microsoft Office Suite and other computer applications related to the work, including basic GIS concepts and applications.
- Ability to interpret, apply and explain complex laws, codes, regulations and ordinances.
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PREFERRED QUALIFICATIONS:

- Masters degree in City/Regional Planning, with an emphasis on transportation, Public Administration or an equivalent field of graduate study.
- Possession of, or ability to obtain, American Institute of Certified Planners (AICP) certification.
- Knowledge of techniques for effectively representing the City with elected officials; governmental agencies; community and neighborhood groups; business, professional and regulatory bodies; and with property owners, developers, contractors and the general public.
- Knowledge and experience with project management.
- Ability to complete complex and advanced research and planning activities in an independent and effective manner.
- Ability to manage consulting contracts, specialized assignments and projects.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must be committed to high standard of safety and be willing and able to comply with all safety laws and all safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

Incumbent is expected to meet attendance standards as determined by management. Must be available and willing to work on either a part-time or full-time basis according to the assigned schedule and must

be available and willing to work overtime (including daily, weekend and holidays) as determined by management as necessary to meet the business needs.

While performing the duties of this job, the employee is regularly required to use computer equipment and must be able to communicate effectively with all internal and external parties. The employee frequently is required to sit, stand, and move about the office; and must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee will perform most duties in a typical office environment. The noise level in the office work environment is usually quiet. On occasion, the nature of the work requires the incumbent to visit properties and make site reviews in all weather conditions including wet, hot, and cold and exposes the incumbent to dust and above-average noise. Position requires some travel and field work.