

Principal, Georgia Office

The Collaborative, a Boston-based planning, design and communications firm, seeks an Entry Level/Trainee class position of the Planner series classification. Employees in this class 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 State planning laws, the City's Comprehensive and other plans and local ordinances; 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.

Essential Duties and Responsibilities

- Demonstrates the ability to research and analyze planning and zoning activities; assists with development, review, updating and implementation of the City's Comprehensive Plan and other plans in addition to zoning ordinances and other City policies
- Reviews information, identifies pertinent project areas for investigation and/or makes recommendations for future planning needs either independently or as part of a team
- Interprets and evaluates planning and planning-related ordinances and laws and advises citizens of their impact
- Develops and implements community, redevelopment, economic development and other plans, activities and programs
- Maintains a customer focus; emphasizes usability in all actions; uses and promotes dialogue and feedback among team members and citizens
- Reviews and makes recommendations on zoning and permit applications, site plans, and architectural designs
- Ensures that development proposals conform to the City's Comprehensive Plan and other applicable plans and regulations; assists code enforcement staff by interpreting ordinances for enforcement and ensures the proper filing of planning records and reports
- Assists with processing applications and meeting planning requirements; insures that application responses are properly communicated to the applicant; assists with managing official Planning and Zoning application, Boards and Commissions calendar
- Develops and implements procedures and/or systems to organize department planning and zoning operations; trains and assists others with using Division processes, computer applications, office machinery and various office documents and schedules
- Conducts research, collects and analyzes various data to produce accurate and logical reports for the Department Director, City Manager, Project Director, Planning Commission, and the Mayor and City Council

- Coordinates and interacts directly with the development community, including property owners, developers, architects, builders, attorneys and others, providing guidance and interpretations of ordinance standards and calendar application and other cycles
- Works with surrounding cities, local, State and Federal agencies on joint programs
- 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
- Performs other similar duties as assigned

Qualifications

- Bachelor's degree in City/Regional Planning, Public Administration, or related field
- Two one to two years of public or private sector planning experience
- Knowledge of Microsoft Office Suite applications
- Must possess a valid State driver's license
- 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 inter-personal relationship skills