



**Job Title: City Planner and Community Development Officer**

**Salary: \$54,233 to \$91,111**

**Deadline to apply: April 9, 2010**

**Job Summary:** This position reports directly to the City Manager and is responsible for coordinating the development and implementation of the City Comprehensive Land Use Plan, Downtown Master Plan, and related programs and projects, supporting and advising City staff, Boards and Commissions and external customers on matters related to urban planning opportunities and issues.

**Major Duties:**

- Assists in the development of long range planning with goals, objectives, implementation measures and alternatives, public information and participation at meetings;
- Develops short and long-range ordinance amendments, preliminary development plan review and project implementation;
- Coordinates the Comprehensive Land Use Plan; coordinates matters relating to the use of land and zoning codes and presents comprehensive land use changes and plans to Planning and Zoning Board and Board of Mayor and Commissioners; conducts site inspections and analyzes projects for compliance with Land Use Plan;
- Implements the Comprehensive Plan through the preparation or revision of development activities;
- Delivers oral and written presentations at public hearings and meetings; prepares information and reports for Boards and Commissions and organizations with summary of issues and alternatives;
- Coordinates local area planning and redevelopment studies; as well as updates to the Comprehensive Plan;
- Consults with citizens, department heads, and other officials of municipal, county, state, and federal governments in order to coordinate all phases of community development;
- Conducts research and field investigations; prepares and presents recommendations to the Board of Mayor and Commissioners, City staff, and Boards and Commissions;
- Reviews preliminary plats, construction plans and survey plats to ensure conformance to policies and codes;
- Develops and makes recommendations for amending the zoning ordinance and

- regulations, comprehensive plan, the land use plan, related maps and building codes;
- Meets with applicants and reviews potential developments; explains the procedures of the zoning process and assists the applicant with application procedures;
  - Works in a safe manner and reports unsafe conditions. Follow City –wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City’s Safety Manual;
  - Attends all regularly scheduled meetings of the Board of Mayor and Commissioners, Planning and Zoning Board and the Downtown Development Authority;
  - Performs other duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of comprehensive and current planning principals, procedures, techniques, and their implications;
- Knowledge of Smart Growth Principals, Urban and Comprehensive planning process;
- Knowledge of modern practices, operations, services and activities of zoning and planning programs;
- Knowledge of City zoning ordinances, codes, regulations and policies;
- Knowledge of historic preservation, existing and future issues of properties regarding zoning and land use;
- Skill in oral and written communications;
- Skill in prioritizing and scheduling assignments;
- Skill in basic computer applications for word processing and spreadsheets;
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes;
- Ability to analyze and interpret data, studies, laws, regulations, goals, and objectives to City Officials, City staff, Boards and Commissions, developers and the public;
- Ability to establish and maintain cooperative and effective working relationships with City staff, Boards and Commissions, developers, and the public;
- Ability to communicate effectively verbally and in writing;
- Ability to identify, coordinate and resolve a wide variety of issues in the development of land use policy;

**Guidelines:** Guidelines include land use laws, planning principals, state and federal planning and zoning regulations, City policies and procedures, Federal ADA and the City codes and ordinances. These guidelines require sound judgment and interpretation in application.

**Complexity:** The work consists of a variety of administrative and technical duties.

**Scope and Effect:** The purpose of this position is to coordinate planning activities with City staff and the City Boards and Commissions, local, state and federal agencies. Successful implementation ensures compliance with local, state and federal planning and zoning regulations.

**Personal Contacts:** Contacts are typically with co-workers, elected officials, property

owners, developers, engineers, real estate professional consultants and the general public.

**Physical Demands:** Work is typically performed with the associate sitting, standing, walking, bending, crouching or stooping. The associate must occasionally lift light to moderately heavy objects and use tools that require a high degree of dexterity.

**Work Environment:** The work is typically performed in an office with occasional field trips to work sites.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Bachelor's degree in City, or Regional Planning, Urban Planning, Public Administration or related field; Master's degree preferred; seven (7) years of experience in planning, zoning and development review; American Institute of Certified Planners (AICP) is desired; knowledge of Smart Growth Principals, Urban and Comprehensive planning process; must possess valid State of Georgia driver's license.

To apply go to: [www.avondalestates.org/applications.html](http://www.avondalestates.org/applications.html) and click on “**Employment Application**”

When submitting application, please include, resume and 3 references. Application, resume and references should be emailed to [rcbrown@avondalestates.org](mailto:rcbrown@avondalestates.org) or faxed to 404-299-8137 or mailed to:

Clai Brown, City Manager  
ATTN: City Planner and Community Development Officer Position  
City of Avondale Estates  
21 North Avondale Plaza  
Avondale Estates, GA 30002

The City of Avondale Estates is an Equal Opportunity Employer