

**NOTICE TO THE PUBLIC**  
**JOB POSTING**  
**PRINCIPAL PLANNER**

**Posted: 9/19/2017**

**End Date: open until filled**

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The City of Monroe is now accepting applications for the position of Principal Planner. This position is responsible for performing a variety of duties related to the collection, analysis, interpretation, and presentation of technical land use, environmental, zoning and other City planning data; ensures compliance with the City's development standards.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be requested to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Gather and maintain demographic data and other related statistics.
2. Participate in the research, analysis, and interpretation of social, economic, population and land use data trends.
3. Review plan checks for building projects.
4. Compile information and make recommendations on special studies; prepare technical reports.
5. Make presentations and provides assistance to the City Council, Planning Commission, standing and ad hoc committees, developers, community groups and outside agencies.
6. Review development proposals and other requests made to the Code Department for conformance with appropriate regulations; prepare reports and make recommendations.
7. Check commercial, industrial, and residential development plans.
8. Advise and confer with architects, builders, attorneys, contractors, engineers, and the general public regarding City development policies, standards, and guidelines.
9. Perform inspections and related field work.
10. Take phone calls and inquiries from the public and other agencies; provide assistance to walk in customers at counter.
11. Prepare staff reports and graphic displays.
12. Research and draft ordinances for review.
13. Attend a variety of meetings, including Planning Commission meetings and predevelopment meetings.
14. Interpret project compliance with city plans, ordinances and codes.
15. Attend and participate in professional group meetings; maintain awareness of new trends and developments on the field of municipal planning; incorporate new developments as appropriate into programs.
16. Perform environmental assessment, providing detailed written comments on mitigated negative declarations and special studies performed by outside consultants and for outside agencies.
17. Assists in preparing and administering annual planning grant applications; updates plans for compliance with federal, state and other applicable regulations.
18. Facilitates and provides input pertaining to neighborhood planning initiatives, sites and master plans and design guidelines.
19. Participates in the comprehensive planning development and revision process.
20. Performs fieldwork and research for both current planning and comprehensive planning.
21. Perform related duties as required.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be trained within a short period of time to successfully perform the assigned duties.

**Knowledge of:**

Principles, methods, and procedures of City planning.

State and local laws, codes and ordinances related to planning, zoning and environmental analysis.

The relationship and responsibilities of Federal, State, regional and local government agencies in the planning and regulation of land.

Research and Investigation procedures.

Drafting and graphic presentations.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability To:**

Perform technical research and give reliable advice on planning problems.

Demonstrate tact and diplomacy with the public.

Prepare reports and graphic presentations.

Interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems.

Interpret and explain laws underlying general plans, zoning and land divisions.

Prepare and interpret maps, plans, charts and tables. Learn applicable environmental laws and regulations.

Analyze and compile technical and statistical information and prepare reports.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Provide excellent customer service to all members of the public as well as City and other public agency personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted during work.

**EDUCATION AND EXPERIENCE GUIDELINES:**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work urban planning, geography, architecture, or a related field.

**Experience**

Two years of responsible professional municipal planning experience equivalent to that of an Assistant Planner in the City of Monroe.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$46,653.00 to \$74,523.00. Actual starting salary within this range is dependent upon applicant's qualifications. Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at [www.monroega.com](http://www.monroega.com) (under Quick Links/Employment Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655, no later than the end date of this posting.

The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place.

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Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post rehabilitation, and routine fitness-for-duty (random) drug testing.