

## NOTICE TO THE PUBLIC - JOB POSTING

The City of Monroe is now accepting applications for the position of City Planner

Posted: 9/14/2020 End Date: 9/30/2020

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### Position Description

The City Planner is focused on integrating growth and development in the City of Monroe with the long-range goals of the city. The successful candidate will perform professional, strategic and technical reviews on issues of planning and zoning and facilitate the input of various city departments and stakeholders for development plans and projects.

### Reports To

- Under the direct supervision of the City Administrator and the Director of Economic Development and general oversight of the mayor and city council.

### Important Working Relationships

- Regular contact with the Director of Code Enforcement, the Downtown Development Authority staff as well as other department heads as required.

### Major Responsibilities

- Follow and implement the City planning documents, adjusting plans as required by growth or changes in regulations at either the state or federal level.
- Facilitate the development of a City Master Plan that incorporates existing planning documents.
- Act as the City's representative regarding growth, zoning, planning and code development.
- Serve as an advisor for all growth and development projects working with appropriate builders, attorneys, contractors, engineers and the public to ensure adherence to code and master plan.
- Ensure compliance in any environmental assessment and assist with grant applications while maintaining compliance with any state or federal regulation
- Provide staff support for the Planning and Zoning Commission and the Historic Preservation Commission.
- Other administrative and regulatory duties as required by the position of City Planner.

### Education and Experience

#### Education/Training

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

#### Experience

- Three years of responsible professional municipal planning experience preferred.
- Ability to make persuasive and confident public presentations and to represent the City in public forums in an articulate and professional manner.

**Salary range for this position is from \$48,052.00 to \$62,406.00, based on past salary history, qualifications, educational background and experience. The City of Monroe offers a comprehensive benefit package.**

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.