



CITY OF MONROE

PLANNER I/PLANNER II

PLANNING & ZONING



The City of Monroe is growing and so is the Planning & Zoning Department! The City is expanding the department to add new staff positions. The City of Monroe invites planning professionals with moderate experience, or entering the field for the first time, to apply for an exciting opportunity to become the first Planner I/Planner II for the City of Monroe.

This position offers the opportunity to shape the City of Monroe and contribute meaningfully, while advancing your career, to a vibrant growing community. This position will serve a primary role in supporting the daily department processes and operations under the supervision of the Planning & Zoning Director.

Ideal candidates will possess an educational background in urban, city, and community planning. Experience in implementation of zoning ordinance and development regulation requirements are beneficial but not mandatory to be considered a candidate for the position.

Brief Summary of Duties:

The Planner I/Planner II position is responsible for professional and technical work related to the implementation of daily planning duties and planning processes as a supporting role to assist the senior planner and director with daily operations of the department.

Typical Duties:

- Assists in the implementation of the goals, objectives, policies, and priorities of the Planning & Zoning Department
- Provides support to the Senior Planner in reviews, evaluations, preparation of comments for, and the processing of administrative development proposals and applications, architectural design, and other plans to ensure development projects and proposals conform to the Zoning Ordinance and Character Based Code
- Participates with staff and prepares materials for pre-application meetings and advises developers regarding development applications and processes; explains purposes, regulations, and directives of development practices
- Assists the Senior Planner in preparation of reports and analysis for public hearing items, such as rezoning, conditional uses, variances, including technical reviews of plats and site development plans

- Acts as a liaison with clerical staff and citizens to answer questions regarding ordinances, property inquiries, and general inquiries about planning matters
- Collects and generates a variety of statistical data and prepares reports on topics such as land use, census information, and tax base data
- Generates GIS maps for presentations and as needed for research projects
- Perform professional work related to variety of planning assignments
- Attends evening Meetings
- Promote quality customer service

Typical Knowledge, Skills & Abilities:

- Well-developed knowledge of the principles and practices of planning
- Knowledge of one or more planning disciplines, such as form-based codes, land use planning/zoning, urban design, housing, historic preservation or economic development
- Ability to work in a team environment while using independent judgement
- Ability to work on several projects or issues simultaneously
- Creative problem-solving skills to gather relevant information to solve practical planning problems and address citizen inquiries and concerns
- Proficiency and knowledge of computer programs and applications, that include Microsoft Office, Adobe applications, Internet applications, and database management
- Knowledge of or ability to use GIS/ESRI software, i.e. ArcMap, ArcGIS Pro
- Knowledge of effective writing techniques
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Effective written and verbal communication skills
- Ability to attend to details while keeping big-picture goals in mind

Minimum Qualifications:

As a minimum qualification, candidates must possess a bachelor's degree in planning or a related field. Candidates with bachelor's degrees in unrelated fields should have at least two years of professional planning experience. AICP Certification and/or Accreditation with the Congress for the New Urbanism are preferred. Candidates seeking certification or accreditation are encouraged to apply.

Salary & Benefits:

Starting salary, commensurate with qualifications, is \$54,000. The City of Monroe offers a highly competitive, employee-friendly benefits package. To view the full benefits details and access the application, please visit the "Job Opportunities" section of our website. Completed applications may be submitted to Sarah Johnson, Manager of Human Resource Development, at Sjohnson@MonroeGA.gov.