



# **CITY OF MONROE**

## **SENIOR PLANNER/PLANNER III**

### **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 seasoned planning professionals to apply for an exciting opportunity to become the first Senior Planner/Planner III 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 working with the Planning & Zoning Director.

Ideal candidates will possess a robust background in both current planning and long-range planning projects, with broad experience in implementation of zoning ordinance and development regulation requirements. Knowledge and background working with Form Based Codes is beneficial but not mandatory to be considered a candidate for the position.

#### **Brief Summary of Duties:**

The Senior Planner/Planner III position is responsible for professional and technical work to organize, develop, and implement planning processes, ensure ordinance compliance, and assist the director with daily operations of the department.

#### **Typical Duties:**

- Assists in the implementation of goals, objectives, policies, and priorities of the Planning & Zoning Department
- Reviews, evaluates, constructively comments on, and processes 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
- Meets with and advises developers regarding development applications and processes; explains purposes, regulations, and directives of development practices
- Prepares City Council reports and analysis for public hearing items, such as rezoning, conditional uses, variances
- Conducts technical reviews of site development plans, administrative and major subdivision plats for conformance with the Development Regulations
- Represents the Department at public meetings/hearings and presents major matters to the City Council, Planning Commission, Historic Preservation Commission, and other citizen committees, as required

- May supervise and train associate planners, technical, and clerical staff, as assigned
- Generates GIS maps for presentations and for as needed for research projects
- Performs advanced professional work related to variety of planning assignments
- Attends a substantial number of evening Meetings
- Promote quality customer service

### **Typical Knowledge, Skills & Abilities:**

- Advanced knowledge of philosophies, principles, practices & techniques of planning
- Well-developed 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 manage projects effectively and meet firm deadlines
- Ability to work on several projects or issues simultaneously
- Creative problem-solving skills to gather relevant information to solve less well-defined planning problems
- Advanced proficiency and knowledge of computer programs and applications, that include Microsoft Office, Adobe applications, Internet applications, and database management
- Elevated proficiency using GIS/ESRI software, i.e. ArcMap, ArcGIS Pro
- Knowledge of effective reports and writing techniques
- Excellent oral and written communication skills for preparing and presenting planning reports and projects
- Excellent interpersonal skills for facilitating relationships with elected/appointed officials or other decision-makers

### **Minimum Qualifications:**

Qualified candidates must possess a bachelor's or master's degree in planning or a related field. Candidates should have at least four years of professional planning experience. Candidates with bachelor's or master's degrees in unrelated fields should have at least eight years of professional planning experience. AICP certification and/or accreditation with the Congress for the New Urbanism is preferred. Employment with City may be conditional to obtain AICP certification or CNU accreditation within one year of hire.

### **Salary & Benefits:**

Starting salary, commensurate with qualifications, is \$68,000. 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](mailto:Sjohnson@MonroeGA.gov).