

## CITY OF STONE MOUNTAIN CLASS SPECIFICATION

**POSITION TITLE:** Senior Planner  
**REPORTS TO:** Planning Manager  
**SALARY:** \$60,000-\$70,000/annually (Full-Time)

### **NATURE OF WORK**

Under the direct supervision of the Planning Manager, coordinates planning activities, including, but not limited to, Historic Preservation Commission, Planning Commission, Comprehensive Plan Development, Zoning Reviews, Plat Reviews, Preapplication Meetings, and Public Engagement, on behalf of the Planning and Zoning Department.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification; rather, they are a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Assists the Planning Manager in the following duties

- Knowledge of the ESRI GIS Platform, to update the City's Zoning Map
- Conducting research and applying local zoning ordinances to ensure compliance with regulations.
- Performs zoning reviews for development applications, updates project statuses in databases, and prepares plans and staff reports for the Planning Commission
- Conducts application intake, completeness reviews, and processing for plats, rezonings, special use permits, variances, and certificate of appropriateness applications.
- Determines Zoning compliance through zoning research, zoning verifications, use of zoning-related ordinances, including inspection of development plans for plats, rezonings, special use permits, and variances.
- Conducting customer services by responding to public inquiries on planning issues, historic preservation questions, and maintaining the Planning and Zoning website.
- Coordinates with the business licenses section to perform zoning verifications and ensure new businesses comply with zoning requirements.
- Conducts reviews of certificate of appropriateness applications (COA) and prepares staff reports for the Historic Preservation Commission (HPC)
- Coordinates projects and plan reviews between public works and the department of planning and zoning
- Attendance at public meetings and hearings for the Planning Commission and Historic Preservation Commission.
- Conducts annual training for the Historic Preservation Commission and Planning Commission Members as required per city code.
- Works with other staff, the public, the planning commission, the historic preservation commission, and regional/state agency staff to implement and conduct reviews, finalize state-mandated documents for approval, and coordinate code enforcement referrals.
- Identifies, drafts, reviews, and implements modifications to local planning legislation to better serve the community, consistent with the comprehensive plan, state laws, and city code.

- Responsible for the preparation and presentation of graphic and other materials to committees, elected officials, the planning commission, and the public.
- Provides services to internal and external customers regarding planning and zoning department programs, requirements, and initiatives.
- Assists the Planning Manager in workflow coordination of plan reviews and document approvals that require interdepartmental coordination with code enforcement and permitting.
- Assists with other planning duties, as workloads dictate.
- Performs other duties as assigned.

## **SKILLS**

- Effectively interpreting, understanding, implementing, and coordinating a variety of complex planning functions among stakeholders, agencies, and the public;
- Effectively transmitting, in writing and orally, complex ideas to a variety of people at varying levels of understanding;
- Effectively maintaining interpersonal skills and behaviors necessary for working relationships with staff, other county departments and offices, elected officials, local cities, outside agencies and interest groups, and the public;
- Use of the English language, both written and spoken, to effectively communicate complex and often controversial laws, ideas, and processes;
- Converting complex planning concepts, ideas, practices, and statutes into useful policies, regulations, and written reports, draft documents, and ordinances, using word processing programs, charts, visual aids, maps, and other printed material.

## **QUALIFICATIONS**

- **Experience:** Bachelor's Degree in urban/regional planning or related field, and minimum three (3) years of progressively responsible experience, or a combination of experience and education necessary to successfully perform the essential functions
- **Knowledge:** Principles and practices of land use planning; State, federal, and local planning policies, procedures, and processes; Regulations, statutes, codes, and ordinances governing planning activities; Extensive knowledge of the Georgia Planning Act, Zoning Procedures Law, Open Records Act, Open Meetings Act, and other planning statutes; ARC GIS and ESRI Products.
- **Physical Requirements:** Work is performed in a standard office environment; subject to sitting, standing, walking, bending, and reaching. Occasional non-normal business hours, night meetings, and some travel are required.

## **REQUIREMENTS**

Work is performed in an office environment. Essential functions are regularly performed without exposure to adverse environmental conditions.

- Occasional evening and/or weekend work may be required for official city meetings and events.
- Frequently required to sit; and to use hands.
- Occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl
- Occasionally lift and/or move up to 30 pounds

To apply: Interested candidates may email a resume to [sames@stonemountaincity.org](mailto:sames@stonemountaincity.org) or can deliver resume to City of Stone Mountain, c/o Personnel Director, 875 Main Street, Stone Mountain, GA 30083. This position is open until it is filled. **The City of Stone Mountain is an equal opportunity employer.**