

City Planner

Applications accepted until filled

Position begins on: Negotiated Upon Offer (ASAP)

Location: City of Chattahoochee Hills

Length: Full-time Position

Rate: Exempt Position – DOQ

Duties: The purpose of this position is to offer high level staff support in Planning, Zoning, Code Enforcement, Economic Development, Administrative, and Tourism Development activities

This position offers a significant amount of autonomy and independence. It requires the ability to think and act in an innovative manner.

General tasks involve managing the planning, zoning, and land development process of the City, implementing the City's ordinances and approved short and long range plans, coordinating economic development, building inspection/permitting and code enforcement activities, providing counsel to City and departmental leadership in relevant areas, giving administrative support to the Chattahoochee Hills Convention & Visitors Bureau, and other assignments as determined by the needs of the organization and ambitions of the employee.

Specific tasks are as follows:

- Work closely with existing and perspective developers on all aspects of site selection and management, zoning and permitting, code compliance, economic development, and conditions and aesthetics.
- Review and approval of all development plans, plats, and business licenses for compliance with the City's zoning regulations and Comprehensive Plan.
- Development of new zoning ordinances and research of zoning best practices as needed. Provide suggestions for updates to zoning and policy documents.
- Interface with film industry liaisons seeking permits for film activity on private and public property.
- Help identify blight and/or areas in need of improved curbside appeal and seek voluntary compliance with codes and regulations.
- Manage a portion of Planning Commission cases, and review staff reports and meeting minutes as assigned.
- Provide staff support to other departments and ensure that cross-departmental activities are completed in an efficient and innovative manner.
- Lead and contribute to various meetings as needed.
- Interface with our customers and the community in a personable and professional manner.
- Work with the Chattahoochee Hills Convention and Visitors Bureau and give administrative support to the group as needed.

Reports to, and works in conjunction with, the Community Development Director.

See the City's website for full job description: www.chatthillsga.us

Qualifications: Bachelor's Degree in Planning, Architecture, Landscape Architecture or closely related field with a minimum of five (5) years experience in city planning and zoning activities or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this position. Master's Degree and AICP Certification are preferred. Georgia driver's license required.

Applications can be downloaded from www.chatthillsga.us. Please submit the application to the attention of Human Resources Manager, Dana Wicher via email at dana.wicher@chatthillsga.us; fax 770-463-8550; or mail to 6505 Rico Rd, Chattahoochee Hills, Georgia 30268. The City of Chattahoochee Hills is an *Equal Opportunity Employer*.

The City of Chattahoochee Hills has been called "a young city with high expectations and modest resources." The 33,000-acre city is located 35 miles south of Atlanta and 20 miles from the Atlanta Hartsfield-Jackson airport. It incorporated in 2007 specifically to protect the area's rural character and natural beauty while accommodating sustainable development. Its efforts, along with the development of its first hamlet, Serenbe, have attracted national attention. In addition to providing critical basic planning functions, the individual who will have a *unique opportunity to pursue cutting edge strategies*.