



## CITY OF PEMBROKE

### **Planner I (Community Development Manager) Planning and Zoning**

**PZ/17  
\$60,000 - \$78,000**

#### **JOB SUMMARY**

This position is responsible for professional-level work in interpretation of zoning and development regulations; providing customer service to citizens, developers, and others; the review of plats and plans for compliance of city codes related to planning, zoning, subdivisions, and developments; and the development of planning documents.

#### **MAJOR DUTIES**

- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Assists in the preparation of planning documents to be submitted to local, state, and federal agencies or programs.
- Assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals to government bodies.
- Collects a variety of statistical data and prepares reports and maps on topics such as census information, land use, tax base data, occupancy rates, and other related information.
- Assists in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposals.
- Acts as a liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans.
- Coordinates review of public and private development projects.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments.
- Attends evening and weekend meetings as required.
- Other duties as assigned.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the principles and practices of planning.
- Knowledge of a relevant specialization such as transportation, land use, or affordable housing is desired.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

## **SUPERVISORY CONTROLS**

The City Administrator assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include City policies and procedures, County policies and procedures, and the Official Code of Georgia. These guidelines are generally clear and specific but may require interpretation when applied.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of professional-level planning duties. The variety of ordinances and the ability to interpret and utilize those policies properly increase the complexity of the occupation.
- The purpose of this position is to ensure that all ordinances related to planning, zoning, subdivisions, and other developments, within the city are adhered to properly.

## **CONTACTS**

- Contacts are typically with co-workers, local and state agencies, developers, and members of the general public.
- Contacts are typically for providing services; or to give or exchange information.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office, library, or computer room.
- The employee will occasionally make site visits to developments.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in urban planning, architecture, public policy, or related area of study preferred.
- At least one (1) year of related area experience preferred.