

CITY OF ATHENS
JOB POSTING---INTERNAL / EXTERNAL
PUBLIC WORKS DEPARTMENT

Posting Date: 7/23/2020

Position: Planner I, II or City Planner

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| Salary Range: Planner I | Classified, non-exempt | Grade 11 | \$22.37/hr.--\$30.27/hr. | \$46,529.60--\$62,961.60 yr |
| Planner II | Classified, non-exempt | Grade 12 | \$24.89/hr.--\$33.65/hr. | \$61,771.20--\$69,992.00 yr |
| City Planner | Unclassified, exempt | Manager 1 | \$33.68/hr.--\$45.25/hr. | \$70,054.40--\$94,120.00 yr |

Closing Date: Open Until Filled

Department: Public Works/ES&CD

Selection will be made for one of the 3 positions by the Director of Public Works based on education, experience, and qualifications.

Job Requirements include, but are not limited to the following:

Job Summaries:

- **Planner I or II:** Assists Director of Public Works with anticipating and planning for the future growth of the City of Athens. Aids the Director in maintaining and updating planning and zoning plans and also developing future master plans for the City. Provides zoning information and support to developers, businesses, contractors, and landowners. Responsible for enforcing zoning and subdivision regulations. Coordinates activities leading to the approval of subdivision development and conditional use zoning plans. Conducts research and surveys. Assists with developing and implementing programs related to community development and aimed at enriching the quality of life for all area citizens. Promotes positive public relations. Directs and implements programs to support commercial and residential growth. Attends meetings with a variety of organizations such as the Historic Commission, Planning Commission, the Zoning Board of Adjustments, Subdivision Review Committee, TARCOG, Chamber of Commerce, etc. Provides information to the public on a variety of issues. Employee must exercise excellent independent judgement and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public. Employee must exercise a high degree of initiative, professionalism, and discretion to perform job functions.
- **City Planner:** Manages all functions that support planning for the future growth of the City of Athens. Responsible for managing and directing all functions required at the Planner I/II level with the approval of the Director of Public Works. Directs and implements programs to support commercial and residential growth. Assists Director with administering state and federally funded projects and grants. Employee must exercise excellent independent judgment and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public. Employee must exercise a high degree of initiative, professionalism, and discretion to perform job functions.

Educational, Work experience, and Related knowledge:

- **Planner I** - BS Degree in Community Urban Planning, Civil Engineering or other Engineering discipline or related field. (A combination of post-secondary education and experience which provides the necessary qualifications and requisite knowledge will be considered.)
- **Planner II** - MS Degree in Planning or related field.
- **City Planner** - A Certified Planner with AICP required. Extensive experience in planning, zoning, and subdivision support functions. Experience in public administration preferred.
- 18 years or older. Valid Alabama Driver's license and evidence of a safe driving record.

Physical Requirements & General Abilities: Ability to perform all essential job functions. Computer literate. Knowledge of the principles of long-range planning. Ability to structure and conduct research to analyze population projections and future land use. Knowledge of basic statistical principles to conduct a Land Use Survey and Analysis and other types of research. Excellent mathematical skills. Ability to calculate acreage. Ability to conduct and interpret statistical analyses. Excellent verbal, written communications and interpersonal skills Ability to draft ordinances, grants applications, and prepare budgets, detailed reports and proposals. Strong organizational skills. Ability to keep information confidential. Ability to work overtime and non-standard work hours. Ability to travel as necessary.

City Application Required. Apply at City of Athens Human Resources, City Hall Municipal Offices, located 200 West Hobbs St., Athens. Inquiries: 256-233-8737 or on website www.athensal.us The City of Athens is an Equal Opportunity Employer and complies with all facets of the Americans with Disabilities Act. All reasonable accommodations will be considered for qualified applicants. The City is a drug-free workplace. Pre-employment drug screen and physical required. The City of Athens does not discriminate on the basis of race, color, sex, national origin, religion, age or disability in employment or the provision of services, programs, or activities.