

City Planner

The City of Port Wentworth is currently seeking qualified applicants for the position of CITY PLANNER. Qualified applicants must possess knowledge of GENERAL PLANNING PRINCIPLES AND CONCEPTS. Qualified applicants must also possess knowledge of applicable municipal, state, and federal rules, regulations, and ordinances which impact zoning and land use.

This is a full-time position with a starting salary of \$75,308.30. The City of Port Wentworth offers a generous benefits package, including 100% medical coverage for employees and families, Georgia Municipal Association pension participation, and life insurance. The selected applicant will be required to submit to a background check.

Please submit employment applications to:

**City of Port Wentworth,
ATTN: Director of Human Resources
7224 GA Highway 21
Port Wentworth, GA 31407**

References are required. Applications will be accepted until the position is filled.

**Employment applications may be downloaded from the City of Port Wentworth website:
[Https://www.cityofportwentworth.com](https://www.cityofportwentworth.com)**

The City of Port Wentworth is an Equal Opportunity Employer.



City Planner

Development Services

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JOB SUMMARY

This position is responsible for providing land use planning, area use planning, and other development project services to the City.

MAJOR DUTIES

- Oversees the preparation and review of development plans and reports on a municipal, regional, or urban level.
- Performs and manages complex and sensitive professional planning projects.
- Oversees the management of capital projects and economic development projects.
- Serves as an expert resource on state environmental law, land use law, and associated procedures.
- Issues assignments and assists staff in accomplishing the objectives of the Development Services Department.
- Conducts data research and analysis to advise city management, elected officials, various councils, boards, and commissions on planning-related matters.
- Provides advice, information, technical assistance, and guidance to citizens, property owners, land developers, design professionals, and other government agencies regarding development review processes, application procedures, inspections, code requirements, and related processes.
- Monitors and ensures compliance with municipal, local, state, and federal legislation and codes.
- Oversees specialized planning functions, such as large-scale new development proposals and environmental studies.
- Provides technical consultation, assistance, orientation, and advisory support to department management, staff, and non-profit organizations related to securing grant funds and grant administration.
- Serves as liaison to and performs all necessary functions in support of Planning Commission and Board of Zoning Appeals.
- Prepares reports on planning operations and activities, recommending improvements and modifications.
- Manages and conducts in-person and virtual public participation activities, meetings, and hearings.
- Serves as coordinator of municipal Geographic Information System (GIS) operations and activities.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of general planning principles and concepts.
- Knowledge of environmental law, land use law, and associated procedures.
- Knowledge of applicable municipal, state, and federal rules, regulations, and ordinances which impact zoning and land use.
- Skill in managing multiple, high-priority assignments and projects simultaneously.
- Ability to meet firm project deadline effectively.
- Skill in conflict resolution and compliant resolution.
- Skill in operating a computer and other office equipment.
- Skill in maintaining attention to detail and innovation.
- Skill in data analysis and mathematical techniques and computation.
- Skill in technical and legal reading comprehension.
- Skill in interpersonal relations.
- Excellent skills in oral and written communications.

SUPERVISORY CONTROLS

The Assistant City Manager of Operations assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include city ordinances, city policies, and personnel policies. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related city planning duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to provide city planning support for the operations of city government. Success in this position provides land use and community growth plans that are crucial to city operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, members of the general public, and professional and civic organizations representing the areas under study.
- Contacts are typically to provide services, to give or exchange information or to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a graduate degree in a course of study related to the occupational field (city planning, urban planning, architecture, civil engineering, etc.).
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for five years.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.

PREFERRED QUALIFICATIONS

- American Institute of Certified Planners certification (AICP) granted by the American Planning Association.