



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR:

CITY PLANNER

Salary Range: \$35,476.10 – \$64,502.00 Commensurate with experience

APPLICATIONS WILL BE RECEIVED: Until position filled

DUTIES: This position is responsible in assisting the Director of Planning and Development with administrative department functions and City development activities, review and comment on development plans via applicable ordinances, conduct routine site inspections for compliance with City ordinances, issue permits, research and report on land use projects and assist with administrative and investigative planning department activities. The position also develops, operates and maintains the City's geographic information system (GIS), analyzes geographic data, and performs mapping functions. The position also acts to coordinate code enforcement activities that are overseen by the department.

MINIMUM REQUIREMENTS: Bachelor's degree in geography, computer science, engineering, landscape architecture, planning, or another field related to this position from an accredited college or university preferred. An Associates' degree may be accepted with sufficient additional practical experience. Any equivalent combination of education and experience is acceptable.

EMPLOYMENT PROCEDURE: Qualified candidates will be assessed in a panel interview. Candidates who are considered further will undergo education and work history background verification. Candidate must be able to supply written proof of completion for all course work and/or degrees that are being used to satisfy the minimum education requirements. If position offered candidate must successfully pass a pre-employment drug test.

Application forms available online at www.snellville.org or may be picked up at:

**City Hall
Personnel Office
2342 Oak Road
Snellville, GA 30078**

THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER.

January 27, 2020