



## CITY OF SNELLVILLE

### VACANCY ANNOUNCEMENT

#### Planning & Development Technician

**Applications Will Be Received Until: January 30, 2026 and thereafter until position is filled**

**Salary: \$45,241.00 (annual)**

**DUTIES:** This position functions as a central point of public contact for the Administration and Planning & Development Departments. Primary duties include cashiering and handling funds associated with building permits, occupational tax permits, tracking and managing the permitting, zoning, and development processes, fielding and routing telephone calls, emails, and inquiries from the public, and data processing. Work is performed independently under the general supervision of the Director of Planning and Development:

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent. Three (3) years government experience working as an administrative assistant, customer service rep, or office manager for a local municipal government or similar public agency; or comparable private sector employer. Experience must include records management and good working knowledge of MS Office Suite applications, especially Excel and Word, and overall proficient computer skills. Outstanding customer service skills are a must.

**PREFERRED EXPERIENCE AND TRAINING:** Two (2) years of experience working as a permit clerk, administrative assistant, customer service rep, or office manager for a planning and zoning or community development department or similar agency; or comparable private sector employer.

**HIRING PROCESS:** The hiring process includes a panel interview, evaluation of educational background and work experience, a criminal background check, a financial history check and successful completion of a post-offer, pre-employment drug screening.

#### APPLICATIONS CAN BE FILED AT:

**City Hall  
2342 Oak Road  
Snellville, Georgia 30078  
or online at [www.snellville.org](http://www.snellville.org)**

**THE CITY OF SNELLVILLE IS AN EQUAL OPPORTUNITY EMPLOYER**

**DATE: January 16, 2026**