



CITY OF SNELLVILLE

ANNOUNCES A VACANCY FOR: ZONING ADMINISTRATOR

Minimum Starting Salary Range: \$56,202 annually FLSA Exempt

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

DUTIES: Administer and enforce the City's Comprehensive Plan, Unified Development Ordinance, and other regulations for and development regulations.

Review development and redevelopment plans, permit applications, plats, and site plans for compliance with City ordinances. Conduct technical research, analyze data, and prepare staff recommendations for the Zoning Board of Appeals, Planning Commission and the Mayor and Council. Identify and resolve issues affecting building and development applications. Assist in the preparation and update of zoning and land use maps, visual aids, presentations, and project narratives. Maintain and update application forms and general information for the Planning Department on the City's website.

MINIMUM REQUIREMENTS: An Associates degree may be accepted with sufficient additional practical experience. One year experience in the review of plans for the construction of commercial and residential developments and conducting site development inspections preferred.

Equivalent combinations of education and experience may be acceptable.

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.

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.