

## Planner

**Salary Range: \$45,726.22 – 55,780.94 DOQ, including excellent benefits package**

The City of Lawrenceville has an opening for a Planner for the Planning & Development Department. This is a position which performs professional planning functions, including providing technical information, answering questions, and meeting with public, developers, and design professionals regarding planning and development issues; reviewing land development plans to ensure compliance with development regulations; approving land development activity permits, inspecting development sites for compliance and reporting non-compliance; supporting the Planning Commission and Board of Zoning Appeals; preparing agendas and legal advertisements, attending and preparing meeting minutes for public hearings; editing GIS data, preparing various GIS map products for the department; assisting with the coordination of the City's Comprehensive Plan efforts and other matters related to long-range planning, including project research and the development of programs and presentations; other duties as necessary.

**REQUIREMENTS:** Completion of a Bachelor's degree in a related field of study; one to two years' experience; valid State of Georgia Driver's License; equivalent combination of education and experience considered.

**APPLICATION PROCESS:**

Applications available on our website at: [www.lawrencevillega.org](http://www.lawrencevillega.org) or in the Human Resources Department at City Hall.

- Complete the application.
- Please attach a copy of your resume.
- Please attach a copy of your Degree

**\*\* Applications will not be processed unless all information is included.**

**SUBMITTING APPLICATION AND APPLICABLE DOCUMENTS:**

1. E-mail to [humanresources@lawrencevillega.org](mailto:humanresources@lawrencevillega.org)
2. Hand-deliver to the Human Resources Department at City Hall

If you have any questions about your application, please contact City of Lawrenceville Human Resources Department at 678.407.6647 or [humanresources@lawrencevillega.org](mailto:humanresources@lawrencevillega.org)

**\*\* Position will be open until filled.**

The City of Lawrenceville is an Equal Opportunity Employer. All qualified applications will receive consideration for employment regardless of race, color, religion, sex, national origin, disability or any other status protected by applicable Federal, State, or local laws.HRtemp2015



## **Planner**

### Planning and Zoning

PZ/8

#### **JOB SUMMARY**

This position performs professional planning functions. An incumbent in this position may be designated "Senior Planner."

#### **MAJOR DUTIES**

- Provides technical information, answers questions, and meets with the public, developers, and design professionals regarding planning and development issues.
- Reviews and prepares staff reports for rezoning, special use permit, and variance applications; coordinates with appropriate agencies; communicates with applicants.
- Reviews land development plans to ensure compliance with development regulations; approves land development activity permits; inspects development sites for compliance; reports non-compliance.
- Supports the Planning Commission and Board of Zoning Appeals; prepares agendas and legal advertisements; attends and prepares meeting minutes for public hearings.
- Edits GIS data; prepares various GIS map products for the department.
- Works with other departments and governmental agencies to provide data and research in areas such as land use, zoning, and development codes.
- Assists with the coordination of the city's Comprehensive Plan efforts and other matters related to long-range planning, including project research and the development of programs and presentations.
- Reviews and approves sign permit applications.
- Performs related duties.

#### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the principles and practices of community planning.
- Knowledge of city and departmental policies and procedures.

- Knowledge of city ordinances, codes, regulations, and policies.
- Knowledge of city and state planning requirements.
- Knowledge of development regulations concerning land use and environmental matters.
- Knowledge of the principles and practices of engineering and physical design as related to city planning.
- Knowledge of socio-economic and demographic research techniques.
- Knowledge of relevant federal and state laws, city ordinances, and department policies and procedures.
- Skill in preparing clear and precise reports.
- Skill in reading maps, charts, and surveys.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Planning and Development Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the Comprehensive Plan, the General Code of Ordinances, the Zoning Ordinance, development regulations, and landscape regulations. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied professional planning duties. Coordinating activities with a variety of stakeholders contributes to the complexity of the position.
- The purpose of this position is to provide professional planning support for city operations. Success in this position contributes to the positive growth and development of the city.

#### CONTACTS

- Contacts are typically with coworkers, other city employees, elected and appointed officials, state

and regional planning officials, real estate developers, appraisers, business owners, design professionals, and members of the general public.

- Contacts are typically to exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. 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 baccalaureate degree in a course of study related to the occupational field.
- 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 one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

# Application for Employment

**PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER**

## Personal Information

NAME (LAST NAME FIRST)		DATE	
PRESENT ADDRESS	CITY	STATE	ZIP CODE
PERMANENT ADDRESS	CITY	STATE	ZIP CODE
PHONE NO.	SECONDARY PHONE NO.	REFERRED BY	

## Employment Desired

POSITION	DATE YOU CAN START	SALARY DESIRED
ARE YOU EMPLOYED NOW? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU LEGALLY AUTHORIZED TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO
EVER APPLIED TO THIS COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	WHERE	WHEN

## Education History

	NAME & LOCATION OF SCHOOL	YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS, OR CORRESPONDENCE SCHOOL				

## General Information

SUBJECT OF SPECIAL STUDY/RESEARCH WORK	
SPECIAL TRAINING	
SPECIAL SKILLS	
U.S. MILITARY OR NAVAL SERVICE	RANK

## Former Employers (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MONTH AND YEAR	NAME & ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

**References** (GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.)

NAME	ADDRESS	BUSINESS	YEARS KNOWN

**Authorization**

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**Do Not Write Below This Line**

DATE \_\_\_\_\_ INTERVIEWED BY \_\_\_\_\_

**Remarks**

NEATNESS		CHARACTER		
PERSONALITY		ABILITY		
HIRED	FOR DEPT.	POSITION	WILL REPORT	SALARY WAGES

APPROVED:

EMPLOYMENT MANAGER \_\_\_\_\_ DEPARTMENT HEAD \_\_\_\_\_ GENERAL MANAGER \_\_\_\_\_

## Voluntary Self-Identification Form for Applicants

TO ALL APPLICANTS: Our company is an Equal Opportunity Employer and as such, we are subject to certain governmental recordkeeping and reporting requirements. At this time, we are asking you to help us meet our obligations by completing the following information. This information will only be used in accordance with the provisions of applicable laws, executive orders, and regulations. Providing this information is voluntary and refusal to do so will not subject you to any adverse treatment. All information provided will be kept confidential. It will remain separate from your employment application and will not be used in any way during the interviewing or hiring process or to make a selection decision.

### PART I: General Information

First Name

M.I.

Last Name

Position Applied for

Today's Date

### PART II: Gender, Ethnicity, & Race Information

Male

Female

**For ethnicity & race, please check one box only from the list below:**

- Hispanic or Latino      A person of Cuban, Mexican, Puerto Rican, South of Central American, or other Spanish Culture or origin, regardless of race.
- White (non-Hispanic or Latino)      A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (non-Hispanic or Latino)      A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (non-Hispanic or Latino)      A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (non-Hispanic or Latino)      A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Two or more races (non-Hispanic or Latino)      All persons who identify with more than one of the above five races.
- I do not wish to provide the information requested above

### PART III: Referral Source

- Company Website       Job Board       Newspaper       Educational Institution
- Temp Agency       Search Firm       Walk-In       Employee Referral
- College Recruiting       Professional Assoc.       Other \_\_\_\_\_