

City of Sugar Hill | Planning & Development | Job Description

Assistant Planner

<u>Job Title:</u>	Assistant Planner
<u>FLSA Status:</u>	Exempt, Salary
<u>Pay Classification:</u>	TBD
<u>Department:</u>	Planning and Development Department
<u>Reports To:</u>	Planning and Development Director

Job Summary

The assistant planner is a full time, exempt position in the planning and development department. The assistant planner's primary role is to work with other planning staff to research land use policy and other planning issues, assist senior planning staff on planning studies and public involvement activities, as well as provide first line support in customer service while developing their professional planning skills. The assistant planner reports to the planning and development director.

Core Responsibilities

While the Planner may receive assignments outside of those responsibilities listed here, he or she will be primarily accountable to:

- **Assist with policy research and analysis on a variety of planning department projects.**
- **Assist with development review and public involvement activities.**
- **Develop their professional planning skills while providing first class customer service.**

Typical Duties

Each position in this classification may not include all the duties listed below nor do the examples cover all duties that may be performed. With support, as needed, from senior planning staff the assistant planner:

- Communicates with individual citizens, community groups, government agencies, and developers on a variety of projects.
- Conducts research and prepares reports on a variety of data including census information, land use information, as well as other physical, social and economic issues related to community and economic development.
- Performs field inspections to gather data relevant to the development review process and to verify that development projects comply with approved plans.
- Assists in the evaluation of zoning applications, ordinance amendments, site plans, special use permits, variances and other development proposals.
- Develops planning studies and reports in support of new and updated plans, programs and regulations.
- Assists in the review of development proposals and site plans for conformance with codes, plans, and regulations.
- Prepares and presents detailed reports on development proposals.
- Provides information to the public regarding land use regulations.
- Assists in resolving citizen and customer issues.

City of Sugar Hill | Planning & Development | Job Description

Assistant Planner

- Attends evening and weekend meetings.
- Performs other related duties as assigned.

Essential Competencies

To sufficiently perform the job requirements for the assistant planner role, he or she must possess the mental development, interpersonal awareness, and technical skills to:

- Demonstrate effective oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Demonstrate effective written communication.
- Apply creative problem-solving to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.
- Ability to attend to details while keeping big-picture goals in mind.
- Ability to facilitate in-person and virtual public participation activities.
- Acquire and apply knowledge to review plans and field conditions to determine compliance with regulations.
- Acquire and apply knowledge of the principles and practices of planning.
- Acquire and apply knowledge of principles and practices of research and data collection.
- Acquire basic statistical, algebraic, or geometric knowledge and ability to apply such knowledge in practical situations.
- Acquire working knowledge in principles, practices and techniques of planning, urban design, economic development or land use.
- Operate Microsoft Office software and other commonly used office information and computer technology.

Supervisory Controls

The assistant planner reports directly to the planning and development director and does not supervise other employees. This position will be expected to work in cooperation with all city staff, consultants and customers representing the regulatory and public interest of the City.

Work Environment

While performing the duties of assistant planner, the employee primarily works indoors but periodically works outdoors and may be exposed to moderate temperature extremes; wet or humid conditions; and potential dust from construction activity. He or she is regularly required to speak, listen and walk on level ground as well as unstable development sites. Regular attendance at evening meetings and some weekend meetings is required.

City of Sugar Hill | Planning & Development | Job Description

Assistant Planner

Minimum Qualifications

- Bachelors Degree in Planning or related field.

Licenses and Certifications

- Valid Georgia driver's license is required.
- Ability to obtain and hold certifications required for environmental regulation, code compliance and other minimum housing standards.

This job description is only a summary of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder might differ from those outlined herein and other duties, as assigned, might be part of the job. The incumbent must be able to perform all of the core responsibilities of the job assignment.

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By my signature below, I certify that I understand the job requirements to hold the position of Assistant Planner that this job description is not a contract for employment and that it may be adjusted at the City's sole discretion at any time.

Signature	Printed Name	Date
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Supervisor Approval:

Signature	Printed Name	Date
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City Clerk Approval:

Signature	Printed Name	Date
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Assistant City Manager Approval:

Signature	Printed Name	Date
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