

JOB ANNOUNCEMENT:

Community Development Planner I



Position Opening:	26.21	Post Dates:	7/10/26 -7/30/26
Classification Title:	Community Development Planner		
Location:	Community Development		
Term of Appointment:	Regular/Full-time		
Probationary Period:	One (1) Year		
Starting Hourly Rate:	Community Planner I - \$27.81 Community Planner II - \$30.90		

Page |
1

Starting Salary is determined based on qualifications, experience, certifications, and education. Applicants are encouraged to submit documentation supporting previous experience and professional certifications for consideration during the hiring process.

Job Summary

This is professional planning work responsible for supporting community development, land use planning, zoning administration, development review, and supporting the City's Comprehensive Plan and related planning initiatives. The Planner performs technical and professional planning duties involving current and long-range planning, development review, zoning administration, GIS mapping, ordinance implementation, and public assistance.

Work involves reviewing development applications, conducting planning research, preparing reports and recommendations, assisting with planning studies, and providing technical assistance to citizens, developers, consultants, and City staff. The Planner exercises independent judgment within established planning principles, City ordinances, and state and federal regulations. Work is performed under the general direction of the Director of Community Development and is reviewed through conferences, reports, and evaluation of completed projects.

Essential Tasks. Other duties may be required and assigned.

- Reviews development applications including rezonings, annexations, variances, special exceptions, conditional uses, site plans, subdivision plats, certificates of appropriateness, and related development proposals for compliance with applicable ordinances, regulations, and adopted plans.
- Reviews construction plans, plats, engineering drawings, surveys, and development documents for compliance with City standards and development regulations.
- Reviews routine sign permit applications for compliance with the City's sign ordinance, zoning regulations, and applicable development standards under the guidance of senior staff.
- Interprets and applies zoning ordinances, Land Management Ordinance (LMO), Comprehensive Plan policies, subdivision regulations, and related development standards.
- Conducts field inspections and site visits related to zoning compliance, development proposals, planning studies, and special projects.
- Provides information and technical assistance to citizens, developers, contractors, consultants, architects, engineers, elected officials, and other governmental agencies regarding planning, zoning, land use, permitting, and development requirements.

JOB ANNOUNCEMENT:

Community Development Planner I

- Collects, researches, analyzes, and maintains demographic, economic, land use, census, housing, tax base, occupancy, and other planning-related data.
- Develops maps, exhibits, graphics, presentations, and planning documents utilizing GIS and related software applications.
- Prepares staff reports, recommendations, correspondence, ordinances, resolutions, presentations, and agenda materials for the Planning Commission, Historic Preservation Commission, Board of Zoning Appeals, Mayor and Council, and other boards or committees.
- Attends and presents information at public meetings, workshops, hearings, and community engagement events, including occasional evening meetings.

Page |
2

Knowledge, Skills, & Abilities Required

- Knowledge of the principles and practices of urban and community planning, zoning administration, land use planning, and development review.
- Knowledge of applicable federal, state, and local planning regulations, including zoning ordinances, subdivision regulations, the Land Management Ordinance (LMO), Comprehensive Plan, and related development standards.
- Skill in reviewing development applications, construction plans, plats, engineering drawings, surveys, site plans, and related documents for compliance with applicable codes and regulations under the guidance of senior staff.
- Skill in researching, collecting, analyzing, and maintaining planning-related data, including demographic, economic, land use, housing, and development information.
- Skill in preparing clear and concise staff reports, correspondence, presentations, maps, graphics, and other planning documents.
- Skill in using computer software and technology, including Microsoft Office Suite, Energov by Tyler Technologies, Bluebeam Revu, Esri ArcGIS, and other planning and development review applications.
- Ability to interpret and apply zoning ordinances, development regulations, Comprehensive Plan policies, sign regulations, and other planning standards to routine development proposals.
- Ability to conduct field inspections, site visits, and investigations; observe existing conditions; and document findings accurately.
- Ability to communicate effectively, both orally and in writing, with citizens, developers, contractors, consultants, public officials, and coworkers while providing professional customer service.
- Ability to establish and maintain effective working relationships with internal departments, regulatory agencies, consultants, and the public while coordinating development review activities.
- Ability to organize work, prioritize multiple assignments, manage competing deadlines, and exercise sound judgment while following established policies and procedures.
- Ability to present planning information clearly at public meetings, workshops, and hearings, and to learn and progressively perform professional planning duties with increasing independence and responsibility.

Reports to:

Director of Community Development

JOB ANNOUNCEMENT:

Community Development Planner I



Physical Demands and Work Environment

Physical Demands described below are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is performed primarily in an office environment and requires sitting, standing, walking, bending, and using a computer and other office equipment for extended periods. The employee must be able to communicate effectively both verbally and in writing and occasionally lift or carry items weighing up to 20 pounds, such as files, maps, or plans. Page | 3

The position also requires field inspections and site visits, which may involve walking on uneven terrain, exposure to outdoor weather conditions, construction sites, and traffic. Attendance at evening meetings, public hearings, community events, and occasional weekend activities may be required.

Minimum Qualifications

- Bachelor's degree from an accredited college or university in Urban Planning, City and Regional Planning, Community Development, Business Administration, or related field. Equivalent combinations of education and experience may be considered.
- Active Georgia driver's license with an acceptable Motor Vehicle Record (MVR) maintained throughout employment.
- Minimum One (1) year of planning, zoning, community development, or related experience.
- Experience with electronic permitting and development review software, such as Tyler Technologies EnerGov.
- Experience using Bluebeam Revu or similar electronic plan review software.
- Membership in the American Planning Association (APA) is desirable.
- Historic Preservation experience a plus!
- Experience using GIS software, preferably Esri ArcGIS.

Application must be completed in full to be considered.

This position requires pre-employment, post-accident, and random drug screening.

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