



Human Resources Department
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted: 01/24/2017

This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.

POSITION ANNOUNCEMENT

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted **ONLY** at the Fairhope Public Works Complex, 555 So Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 3:00 PM and 12:00 PM. Applications may also be mailed to P.O. Drawer 429, Fairhope, AL 36533 or faxed to (251) 990-0156.

Position Information

Job Title: Director of Planning Department: Planning & Zoning

Job Status: Regular Full-Time Temporary Full-Time *If temporary, give required dates of service:*
 Regular Part-Time Temporary Part-Time *From: _____ To: _____*

Starting Pay Rate: \$59,062.82 – 94,500.51

Grade 28

Position Description

General nature/purpose of work:

The Planning and Zoning Director serves as a key member of the City's leadership team with direct responsibility for anticipating and planning for the future growth and orderly development of the City in a sustainable manner that will enhance the character of the community and quality of life for Fairhope residents.

Minimum Qualification Standards (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:

- Knowledge of the principles and practices of urban planning and zoning as applied to local government with an emphasis in urban design principles such as Smart Growth, Transect Planning techniques, and Form Based Codes.
- The ability to draft regulations and codes consistent with the City's goals, plans and vision is required.
- Must have the ability to present technical information clearly to lay and professional groups.
- Develops and manages the annual operating budget of the Department.
- Perform any other job duties as necessary

Education, experience and training:

Bachelor's degree in Urban Planning or closely related field;
 Five (5) years of professional experience with at least three years in public sector planning;
 AICP certification desired.

Must possess and maintain a valid Alabama Drivers' License.

Date of Announcement: 01/24/2017 Closing Date for Applications: When Filled

Pandora Heathcote
 Human Resources Director

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.