



Human Resources Department  
Forms And Documents

HRP-03 Effective Date: 4/2/01

Date Posted:

*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 Municipal Complex, (City Hall,), 161 N. Section St., Fairhope, Ala., Monday through Friday, from 8:00 AM to 11:00 PM and 12:00 PM to 4:30 PM.

Requests and applications received after the closing deadline date will not be considered.

**Position Information**

Job Title: City Planner 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: \_\_\_\_\_*  
Standard Scheduled Hours: 7:00 AM – 4:00 PM Days to be Worked: Monday - Friday  
**Starting Pay Rate:** \$44,226.27 - \$70,762.03/yr  
**Grade 24**

**Position Description** General nature/purpose of work:

To perform a variety of technical and complex work reviewing development proposals, building permits and subdivision applications

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

Knowledge, skills and abilities:  
Knowledge of City planning principles and development procedures;  
Knowledge of City planning codes, and state enabling legislation;  
Ability to be insured by the City's liability carrier;  
Ability to engage in active field work for extended periods of time in occasionally adverse weather conditions;  
Review subdivision and zoning applications;  
Review building plans for conformance with City regulations;  
Meet with property owners, engineers, contractors, residents and other interested parties to discuss proposals and ideas;  
Develop long and short-range plans and projects;  
Attend Planning Commission, City Council and Board of Adjustment meetings as necessary

Education, experience and training:  
Possession of a valid Alabama driver's license; AND  
Bachelor's degree from an accredited college or university in City, Regional or Urban Planning or other closely related field; AND  
Five (5) years of experience in planning, preferably in a municipal setting.  
A valid State of Alabama Driver's 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.*