

Human Resources Department Forms And Documents

HRP-03 Effective Date: 07.05.2017

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 are available at the 555 So Section Street, Monday through Friday, from 7:00 a.m. to 4:00 p.m. or online at www.Fairhopeal.gov. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered. **NO PHONE CALLS**

Position 1	Information				
Job Title:	Plannin	g Tech	Department:	Planning and Development	
Job Status:	□ Regular Full-Time □ Temporary Full-Time		ime If temporar	y, give required dates of service:	
	Regular Part-Time	☐ Temporary Part-Time	From:	To:	
Standard Scheduled Hours:		7:00 a.m. – 4:00 p.m	Days to be Work	Mon -Fri	
Starting Pay Rate:		\$14.81 -\$19.25	Pay Grade 19		

Position Description: General nature/purpose of work: The purpose of this position is to review development related plans for compliance with city regulations as well as disseminating information and assisting the public in planning and zoning matters. Other related duties may be assigned by the director.

Primary responsibilities include:

The Planning tech is responsible for reviewing development related plans for compliance with City regulations as well as disseminating information and assisting the public in planning and zoning related matters. Other related duties may be assigned by the director.

Provides information regarding planning and zoning requirements	Gathers and presents data in written and graphic format for use by the planning and zoning staff
Reads and interprets building plans, site plans, and maps or plans for compliance with City regulations	Processes applications for city regulation compliance
Prepares maps as needed	Schedules and attends board meeting
Schedules and attends Board of Adjustment meetings	Accepts applications for Board of Adjustment meetings

Minimum Qualifications Standards: Related Associates Degree, preferably higher, and two years related experience. Certification in planning and engineering preferred.

Knowledge, Skills and Abilities:

Good knowledge of GIS Software; Good written and verbal skills; Knowledge of Microsoft suite; Ability to read and analyze building plans and site maintenance; Ability to understand and apply city regulations in the review of plans; Ability to work with and communicate well with people at all levels; Ability to listen effectively;

Date of Announcement:	8/03/2017	Closing Date: Until filled
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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.