The City of Dahlonega, a historic community located 60 miles north of Atlanta, is seeking candidates for the position of Planning and Zoning Administrator. This full-time position is responsible for performing professional planning activities involving zoning, planning, development, and related special projects, as well as assisting with the city’s long-range planning and development goals.

Qualifications are knowledge and a level of competency commonly associated with the completion of a bachelor’s or higher degree in city, urban or regional planning, public administration, economic development or related field with five years prior planning and zoning experience is required. Able to obtain or have American Institute of Certified Planners (AICO) certification. Must possess and maintain a valid Georgia driver's license.

This position will:

* Function as City Planner/ Zoning Administrator.
* Be responsible for the enforcement of the City’s Zoning Code.
* Review applications and detailed site plans for new development; coordinates with developers for required and recommended modifications to ensure compliance with City Ordinances and planning documents.
* Analyze and make recommendations on policies and regulations related to planning, zoning, and land use, based on changing community needs. Make recommendations on requests for conditional use permits, site plan approvals and rezoning requests to the Planning Commission and City Council.
* Inspect new developments for compliance with City site plan approvals.
* Routinely review and recommend amendments to city ordinances as needed.
* Supervise and assist with the issuance of building permits and coordinates inspections with the County.
* Prepare the annual department operating and capital budget.
* Coordinate the City's Development Review process which includes site plans, plats, and land use amendments.
* Act as liaison to the City’s Planning Commission.
* Act as a liaison with State, Regional and County Planning Agencies.
* Supervise and coordinate comprehensive plan implementation and amendments process, including intergovernmental coordination with state and local agencies
* Meet with residents, contractors, architects, engineers, developers and property owners concerning interpretation and application of codes during planning and construction.
* Work with the city clerk to ensure all businesses are in properly zoned districts.