



C H A T H A M C O U N T Y - S A V A N N A H  
**METROPOLITAN PLANNING COMMISSION**

*Planning the Future - Respecting the Past*

## **CHATHAM COUNTY-SAVANNAH METROPOLITAN PLANNING COMMISSION**

The Chatham County–Savannah Metropolitan Planning Commission (MPC) is seeking qualified applicants for the position listed below:

### **PLANNER**

The purpose of this classification is to ensure compliance with the Zoning Ordinances and development regulations for City and County Historic Preservation, Site Plans, Land Use, Zoning Map and Text Amendments, and Special Exceptions (Variances). The successful candidate will perform complex analysis and make staff recommendations regarding areas of historic preservation and current planning. The incumbents in this class handle the largest and most complex projects and have minimum of (3) three years of experience as a Planner with a governmental entity. Desired characteristics include, but are not limited to, the ability to perform independently once directed, and the ability to be cross trained in other planning disciplines.

Bachelor’s degree from an accredited institution in Urban or Regional Planning, or a degree in a related field and three (3) years planning related experience with a government entity, which may include one (1) year of project management or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties as listed. A Master’s degree is preferred. Proficiency in GIS, Microsoft Office Suite and Adobe Suite software also required.

**Licensing:** Valid Driver’s License

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Participates in various preservation and development review and pre-development meetings to provide information and guidance; and provides professional and technical assistance and consultation with industry professionals and the public. Works in coordination with local government planning and city and county staff in preservation and development plan review.

- Prepares a wide variety of materials, reports, and documentation for public hearings, various meetings, and board presentations; provides presentations to supervisors, boards, commissions, civic groups, and the public as directed.
- Evaluates and analyzes proposals and related data and information, evaluates zoning and best preservation practices to ensure compliance with applicable ordinances and related regulatory standards; identifies non-compliance and adverse impacts.
- Participates in preparation and administration of state and federal grants, and special studies as directed; gathers data; conducts research; and prepares and submits related applications, documentation, and reports.

**MPC IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H**

**All resumes shall be submitted to the attention of:**

**Pamela Everett, Assistant Executive Director, Compliance & Operations**

**[everettp@thempc.org](mailto:everettp@thempc.org) or 110 East State Street, Savannah, GA 31401**

**Open until Filled**