

About Us



**WELCOME TO THE
CITY OF STATESBORO
CAREERS WEBSITE**

Whether you are starting your career or you're an experienced professional, the City of Statesboro offers a variety of career opportunities. We are always recruiting for talented individuals to join us. Please browse our openings, apply for positions, and subscribe to our job alert feature so you can be notified of future openings.

If you experience any problems completing the application process, you should contact Human Resources at (912)764-0683.

Equal Opportunity Statement

The City of Statesboro is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by law. In compliance with the Americans with Disabilities Act, the City of Statesboro will provide reasonable accommodations to qualified individuals with eligible disabilities (unless the disability precludes performance of the essential functions of the position).

The City of Statesboro is a drug free workplace.

The City of Statesboro participates in E-Verify.

Job Detail

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City Planner I (Open Positions: 1)

Closes On: September 17, 2020 at 11:59 PM EST

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Department: Planning & Development

Job Status: Full-Time

Days Worked: Mon., Tue., Wed., Thu., Fri.

Rate of Pay: \$20.04 -

Job Summary

The City Planner I performs a variety of administrative, technical, and professional work related to the programs and services of the Department of Planning & Development for the City of Statesboro. Assist with permits, report writing and production, land use applications, public information distribution, and a variety of special projects involving research, writing, organization, and report production and filing.

Essential Job Functions

- Prepares various written reports on behalf of the Department;
- Writes grant requests and administrative filings, land use analysis, research recommendations, and others;
- Designs and produces public information materials for department including brochures, posters, newsletters, and other public education and presentation materials;
- Performs zoning, land use, and planning and development, ordinance research as needed for routine and special projects;
- Assists the public, builders, staff and others with general ordinance and code questions and assists with processing their applications;
- Provides back up to the City Planner II and Administrative Assistant as needed;
- Handles telephone calls and responds to routine informational requests based on ordinances and established policies and procedures;
- Assists Code Compliance Officers with ordinance questions and policy development;
- Provides assistance with zoning variances, annexation requests, rezoning reviews, etc.;
- Conducts zoning reviews for occupational tax certificate (business license), building permits, sign permits, zoning certifications, and land use applications;
- Conducts on site reviews and inspections as needed;
- Reviews plans submitted for approval;
- Reads and interprets maps, site plans, building plans, and plats;
- Files and retrieves materials and data from manual filing systems and computerized databases.

Minimum Qualifications

- Bachelor's degree in planning public administration, engineering or a closely related field;
- One (1) year of experience in a related field;
- Or equivalent training, education, and/or experience; and
- Valid State of Georgia Driver's License.

Additional Information

The selected candidate must complete the following requirements prior to starting work with the City of Statesboro:

- Background Investigation
- Pre-Employment Urinalysis

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- Pre-Employment Physical (If Applicable)