



<b>POSITION:</b>	<b>Planning &amp; Code Assistant</b>
<b>DEPARTMENT:</b>	<b>Code</b>
<b>JOB TYPE:</b>	<b>Full-time</b>
<b>SALARY:</b>	<b>\$40,000 - \$60,000</b>
<b>POSTED:</b>	<b>03/21/2025</b>
<b>CLOSING DATE/TIME:</b>	<b>Until Filled</b>

**The City of Monroe** is seeking a motivated and detail-oriented Planning & Code Technician. This position will assist with the overall functions of the Code & Planning departments. The Planning & Code Tech will work directly with the public to provide information & direction pertaining to local codes, zoning, planning, licensing & other related inquiries. Starting salary is commensurate with qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Qualifications:**

- High school diploma, GED, or equivalent combination of training & experience
- 2+ years of experience in licensing, permitting, planning, or another related field
- GSWCC Level IA Certification; or ability to obtain within 12 months of hire date

### **Skills:**

- Ability to interpret & apply local ordinances, codes, & related regulations
- Strong written & verbal communication; ability to effectively communicate with the public
- Attention to detail with the ability to accurately review plans & documentation
- Proficient in Microsoft Office Suite & ability to learn & understand specialized software programs

### **Duties & Responsibilities:**

- **Data Management:** Maintain accurate records related to applications, permits, inspections, enforcement actions, and Open Records requests
- **Communication:** Assist in the preparation of reports, letters & other written correspondence. Respond to public inquiries. Answer/screen department calls.
- **Permitting & Licensing:** Assist in the review, processing, issuance, & renewal of permits or business licenses. Calculate fees & process payments.
- Attend required conferences and/or trainings



**The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Manager of Human Resource Development, at [Sjohnson@MonroeGA.gov](mailto:Sjohnson@MonroeGA.gov)**

\*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655  
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post- rehabilitation, and routine fitness-for-duty(random) drug testing.