

## Overview

Pond & Company, founded in 1965, is a progressive, multi-disciplinary architecture and engineering consulting firm providing all-in-one architecture, engineering, planning and construction management solutions to government, corporate and private sector clients throughout the U.S. and globally.

We have built a solid reputation in our industry for excellence — both in service quality and client satisfaction — and take great pride in continually delivering quality, value and service to our clients through our vast experience, dedicated professionals, rigorous QA/QC programs, expert design services, extensive build capabilities and complete project management solutions. Our consulting services generally fall within one of a few specific market segments; Transportation & Community Development, Federal Facilities, Municipal/Commercial Facilities, Aviation, and Fueling. Our Architectural and Construction divisions manage new project work, as well as, provide support to these other markets. Browse through our homepage at [www.pondco.com](http://www.pondco.com) and learn more about the benefits of being employed, a list of our profiled projects, up-to-date communications and notable awards of excellence.

## Job Description

The purpose of the Planning and Zoning Administrator is to perform professional tasks at the managerial level by managing the land development process. Provides professional recommendations, serves the public and acts as the liaison between citizens and the development community. Prepares, interprets and implements ordinances and resolves related disputes. This position serves as the City/Government's representative and witness in litigation.

Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations to elected officials, appointed boards and the commission; serves as the department representative when providing recommendations; serves as the City representative and witness in Municipal Court, at special master hearings, during arbitration, and in Superior Court. Performs technical tasks involving the interpretation and implementation of ordinances; interprets the zoning ordinance; interprets local, State and Federal laws.

This position will physically work within offices in local city/county governments but will work as an employee of Pond & Company. For more information on the arrangements for this position, please contact [hr@pondco.com](mailto:hr@pondco.com). EOE/AA.

## Minimum Qualifications

Bachelor's degree in Planning, Development or closely related field; six (6) to nine (9) years of progressively responsible experience in planning and zoning with some experience at the managerial level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.