

City of Duluth, GA
SENIOR PLANNER (Community Development)
Supplemental Questionnaire

Name (Typed):

Date (typed):

INSTRUCTIONS: Please answer the following questions by placing your answer after each question. This supplemental questionnaire will be used to assist in the application screening process. Supplemental questionnaires must be submitted along with the City's general application forms. Use Times New Roman 12 font, with one inch margins, and no more than 3 pages. Insert a footer for each page with your name.

- 1. Describe your planning experience in the areas of development, zoning, annexation, land-use, architectural and design review, economic development, transportation, and green space.**
- 2. Describe your responsibilities and activities related to processing applications for variances, use permits, rezoning, design reviews, and subdivisions.**
- 3. Describe your experience writing and presenting staff reports. Include an explanation of the various types of reports you have prepared, the audience for whom you have written, the approach your reports have taken, and the level of detail your reports included. Please attach a copy of a staff report that you prepared (as a separate attachment.)**
- 4. Describe your experience making oral presentations to boards, committees, councils, commissions or community groups.**
- 5. Describe your experience in integrating your work with other affected entities (e.g.; local, regional, state or federal agencies or private sector interest groups). Describe your approach to working with stakeholders. Explain how you identify the stakeholders, how you communicate with them, and how your work product reflects this work.**
- 6. Describe your experience in analyzing demographic and population data. Include detail of a relevant experience in which you have used raw data to forecast trends.**

I certify that all statements made in reference to these questions are true and complete; that there are no misrepresentations of material fact; and I am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment with the City of Duluth.

Typed Signature:

Date: