

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

**PLANNING AND ZONING
OFFICIAL**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform planning functions and projects requiring a combination of skills in research, analysis, development review, public presentation and interpretation of concepts and data pertaining to planning and implementation of applicable regulations, ordinances and master plans. Conducts development reviews to ensure conformance with applicable requirements while providing assistance to developers and the general public. Coordinates with other disciplines to ensure that conditions/stipulations are included and implemented. Attends Planning Commission meetings, Board of Appeals meetings and Board of County Commissioner meetings as required to present land use applications.

SUPERVISION RECEIVED

Works under the general supervision of the Chairman of Commissioners. Normally receives little instruction on day-to-day work and receives general instructions on new assignments.

SUPERVISION EXERCISED

This position supervises the Planning & Development Department employees, if applicable.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs research, planning, and technical analysis of planning projects, prepares written staff reports and makes presentations at public meetings.

Responds to front desk public inquiries related to planning and zoning in a prompt, courteous, accurate and thorough manner.

Serves in a coordinating role with other divisions, and/or outside department staff.

Conducts thorough and professional review of development applications in accordance with adopted plans, regulations and procedures.

Reviews Building Zoning Permits in accordance with adopted rules and regulations and ensuring all conditions and requirements are met.

Prepares or completes various forms, reports, correspondence, production reports, EPD quarterly reports, EPD fund reimbursement requests., newspaper notices, inspection records, violation notices, public notice signs, or other documents.

Completes special projects as assigned in accordance with established deadlines.

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Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and works cooperatively and jointly to provide quality seamless customer service.

Communicates effectively with customers, clients, and/or the public in one-on-one settings or in group settings.

Research, coordinate and prepare text changes for amendments to the Zoning Resolution, Subdivision Regulations and Comprehensive Plan.

Conducts site inspections and field research regarding development proposals.

Conducts reviews of mobile/manufactured home applications.

Conducts subdivision reviews; reviews and advises on property division of Class I, Class II, Class III and Class IV County subdivision ordinances; reviews preliminary subdivision plans and final plats of subdivision and makes recommendations.

Meets with the public, local authorities, county staff, Planning Commission, County Commissioners, local and regional partner agencies, consultants and the development community.

Conduct a variety of current and long-range planning projects and research including analysis and interpretation of social, economic, demographic and land use data.

Oversees the update of the Banks County Comprehensive Plan including public input meetings, management of focus groups, print/social/other media efforts, document layout and completion of the overall written document.

Assists in developing and implementing budget for area of assignment.

Receives various forms, reports, correspondence, invoices, grant reports, grant reimbursement requests, zoning applications, land plats, land survey plans, subdivision plats, zoning maps, ordinances, regulations, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing or other software programs.

Operates a variety of equipment and tools associated with work activities, which may include a motor vehicle, camera, camcorder, measuring devices, hand tools, radio communications equipment, telephone, printer, copier, fax machine, or calculator.

Maintains records of inspection/enforcement activities; makes photographic or video records of inspection sites.

Communicates with county management, employees, other departments, property owners, residents, developers, state/federal agencies, law enforcement personnel, school personnel, students, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes speeches or presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends workshops and training sessions as appropriate.

Works closely with the County Code Enforcement Officer to ensure code compliance and zoning compliance.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, includes posting signs for upcoming zoning meetings, filing documentation and evidence with court, informing businesses of tax identification numbers, answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Maintain all mechanical functions of vehicle including keeping vehicles exterior and interior in a neat and clean condition.

MINIMUM QUALIFICATIONS

Education: College Degree or any equivalent combination of education and progressively responsible experience in local or regional planning, long range planning and development review;

Experience: At least one (1) year of experience working in local or regional planning, long range planning and development review; or any equivalent combination of education and progressively responsible experience. A candidate without prior professional experience may be considered with the appropriate education and internships;

Required Knowledge: Principles and practices of building and construction trades; All applicable federal, state and local laws, rules, regulations, codes and rules; knowledge of building, housing, zoning code inspection practices and procedures; knowledge of County roads, geography and flood zones;

Language Skills: Must have the ability to communicate effectively both verbally and in writing and the skill to organize materials and present information clearly and concisely in verbal and written form. Must be able to read, understand, and interpret complex documents. Must understand and follow verbal and written instructions. Must have proficient knowledge of the English language, proper grammar, punctuation and spelling in other oral and written communication and have understanding of current technical report and business correspondence writing techniques and methods. Must be able to read, comprehend and apply laws, rules, regulations, policies and standard operating procedures required for this position, as well as, technical reports, procedure documents and manuals. Must be able to make effective and persuasive presentation on complex topics to a wide variety of audiences;

Interpersonal Skills: Must possess the ability to establish and maintain cooperative working relationships with fellow employees, representatives of other agencies and organizations and members of the community. Have strong customer service orientation and work collaboratively within a team environment. Interact professionally and diplomatically with County employees, other agencies and organizations and members of the community and manage difficult or emotional customer situations. Must have the skill to organize work flow and accomplish established objectives. Possess the ability to recognize when confidentiality is required and maintain strict confidentiality. Must maintain appropriate professional boundaries in relationships with customer/clients and the general public.

COMPUTER SKILLS: Knowledge of Microsoft Office (Outlook, Excel, Word and etc.) and internet search tools preferred.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Requires the ability to perform in a supervisory capacity over subordinates.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to apply principles of logic and reasoning or scientific thinking to a wide range of intellectual and practical problems and work independently with minimal direction. Must be able to prioritize work and simultaneously manage multiple responsibilities at times under pressure of tight deadlines and emotional situations. Must have the skill to solve problems involving concrete and abstract variables in a variety of situations within established guidelines.

Office Technology/Computer Skills: Must be able to effectively use modern office technology and equipment, including computers, calculators, telephone, copiers with scanning and faxing capabilities. Must be proficient in word processing, database manipulation, spread sheets, email, and the knowledge to save and retrieve documents from a variety of destinations and sources with a high degree of accuracy. Must be able to learn the software and programs related to the position and the County.

Geographic Knowledge: Knowledge of geography of the county, including subdivisions, roads and street names.

ADA COMPLIANCE

Physical Ability: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments and construction sites. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and stand for long periods of time; use hands and fingers to handle or feel; and reach with hands or arms. The employee is required to stand, walk, climb or balance, twist, stoop, kneel, crouch. Must be able to respond to the customers' needs and perform tasks requiring extensive hand and eye coordination. Dexterity of hands and fingers to operate a computer keyboard, mouse and other devices and objects. The employee must frequently lift and/or move objects up to 100 pounds and occasionally up to 100 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Physical ability and mobility to drive a motor vehicle to and from field and meetings. Work requires ability to perform duties outdoors and endure all types of inclement weather. Must be able to work in gravel, mud, deep snow and walk substantial distances over all types of terrain. Ability to work extended shifts and attend training and meetings outside of regularly scheduled hours and the ability to work in stressful situations.

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Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to tolerate and be productive in a quiet to moderate noise level in the work place. Employee will have periodic exposure to hazards in the field such as driving and inclement weather when monitoring and inspecting project sites in the outdoors.

Special Requirements: Must possess and maintain a valid Georgia Driver's License and satisfactory driving record.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.