

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PLANNER/ZONING ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and planning work activities. Interpret and enforce the Code of Ordinances for Lee County and the Cities of Leesburg and Smithville. Ordinances may include articles related to the planning commission, alcoholic beverages, amusements and entertainment, animals, buildings and building regulations, businesses, environment, land development code, manufactured homes and recreational vehicles, subdivisions, zoning, and related ordinances.

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 administrative and planning work; schedules and performs inspection activities and meetings as needed; coordinates daily activities of assigned department; monitors status of projects/workflow and troubleshoots problem situations; works to independently resolve problems and initiates appropriate action/response.

Interprets, explains, and enforces provisions of the County's and City of Leesburg and Smithville ordinances, regulations, and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; monitors new regulations, statutory changes, and case law impacting the interpretation, administration, and enforcement of regulations; initiates any actions necessary to correct deviations or violations.

Consults with Planning, Zoning and Engineering Director, County Administrators, Board of Commissioners, City Councils, developers, financial institutions, other departments, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with other departments, outside agencies, or others as needed in the review of development proposals.

Provides information and technical assistance concerning ordinance/code provisions, interpretation, compliance, permitted uses, application procedures, and related issues; provides applicants with summary and checklist information of application procedures, deadlines, and fees; responds to questions/complaints, researches problems, and initiates problem resolution.

Processes permits/licenses for proposed uses, structures, or changes in use if such use/structure is in strict conformity with applicable ordinances. Receives various forms, reports, correspondence, logs, lists, payments, invoices, training records, applications, computer guides, maps, plats, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Meets with the public to determine if re-zoning, conditional use and/or variance applications are necessary; discuss details of their proposals, and provide guidance regarding project conformance with ordinances and regulations. Intakes and reviews zoning, variance, and conditional use permit applications; reviews applications for completeness and conformance with applicable requirements and forwards to Office Manager for processing.

Intakes planning related development applications and calculates appropriate fees; determines if applications are complete or if additional information is required, and notifies owner/applicant. Determine reviewing departments for complete applications and forwards to Office Manager for processing.

Coordinates arrangements for various meetings, which may include Planning Commission by preparing agendas, legal advertisements, and sign postings and notifying Public Works to install and remove signs; distributes documentation, maintains records and prepares correspondence and other documents. Notifies County Clerk and City Clerks of Planning Commission meeting recommendations/records and provides necessary documentation for Board of Commissioners and City Council Meetings. Reviews development, zoning, conditional use and variance applications with Planning Director and prepares staff recommendations for each request. Prepare and present recommendations to applicants, the public, Planning Commission and local governing authority. Directs Office Manager to maintain calendar of activities; schedules and confirms appointments, meetings, interviews, conferences, or other activities; updates calendar on a regular basis and notifies parties involved of changes. Performs notarization of documents, as needed.

Ensures Office Manager maintains paper and electronic file system of various files/records for the department; prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents.

Prepares a variety of reports for submission to federal/state agencies; ensures timely submission of required reports to appropriate agencies/individuals.

Communicates with Planning, Zoning and Engineering Director, County officials, governing bodies, employees, other departments, state/federal agencies, attorneys, court personnel, appraisers, realtors, developers, builders, surveyors, applicants, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

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

GSWCC Level 1A and 1B Certified Inspector. Performs inspections and prepares report of any deficiencies; submits to applicant/owner for resolution; follow up inspections; continued violations discussed with Planning Director to determine course of action.

Compliance with Landscaping and Screening Ordinance.

Conducts special projects as assigned.

Writes and submits grant applications; administers approved grant programs under direction of Planning, Zoning and Engineering Director and County Administrators.

Operates a motor vehicle, personal computer, general office equipment, digital camera, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, digital imaging, e mail, Internet, or other computer programs; performs basic maintenance and contract obligations of computer system and office equipment, such as backing up data or replacing paper, ink, or toner and completing monthly reporting for equipment.

ADDITIONAL FUNCTIONS

Participates in departmental functions and staff meetings to coordinate activities and ensure the smooth, efficient, and effective operation of the department.

Provides permit activity data/analyses; assists with the zoning revision process; provides feedback on recommended zoning changes.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's Degree or college courses in Urban Planning, Engineering, Architecture or related field. Training or experience in zoning administration, land use planning, legal/court procedures, or GIS mapping procedures. Preferred two (2) years previous experience and/or training involving zoning administration, land use planning, code enforcement, legal/court procedures, and personal computer operations; 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. Must possess and maintain valid State of Georgia Notary Public certification. Within one calendar year of hire, obtain and maintain GSWCC Level 1B Certified Inspector certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

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.

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; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

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 exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, rain, temperature extremes, fumes, traffic hazards, bright/dim light, animal/wildlife attacks, animal bites, or rude/hostile citizens.

Lee 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.