

JOB TITLE: Planning Director

PZ/1

DEPARTMENT: Planning and Zoning, Jasper County

JOB SUMMARY: This position is responsible for administering the county zoning ordinances and overseeing all planning and development activities.

MAJOR DUTIES:

- o Administers the county zoning ordinances and subdivision regulations; presents proposed changes, rezoning requests, and conditional use permit requests to the Planning and Zoning Commission and recommends actions.
- o Ensures that items to be brought before the Planning and Zoning Commission are properly advertised and that rezoning and conditional use request signs are properly posted.
- o Attends meetings of the Planning and Zoning Commission; interprets ordinances; informs elected county officials of commission recommendations.
- o Maintains a current knowledge of court rulings on zoning and subdivision regulations.
- o Serves as Executive Secretary to the Planning and Zoning Commission and Board of Zoning Appeals; prepares agendas and records meeting minutes.
- o Reviews subdivision plans and commercial/industrial development to ensure zoning compliance.
- o Interprets and explains building and zoning ordinances, codes, and regulations to builders, developers and property owners.
- o Prepares and maintains zoning maps; creates and maintains Geographic Information System (GIS) information for the county.
- o Oversees the application for and administration of state and federal grants.
- o Consults with elected officials and other departments regarding planning and development activities.
- o Develops the annual department budget and monitors expenditures under the current budget.
- o Writes staff reports on zoning issues.
- o Investigates complaints received from the public concerning zoning violations.

- o Issues building permits, business licenses, and logging permits.
- o Develops long and short-term plans for growth and development of Jasper County.
- o Enforces zoning codes and zoning and subdivision ordinances; sends violation notices, issues citations, and testifies in court as necessary.
- o Supervises and directs the work of department personnel, including counseling employees and evaluating employee performance.
- o Oversees the maintenance of all department records and reports.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of county zoning ordinances and state and federal zoning laws.
- o Knowledge of planning and development theories and practices.
- o Knowledge of the geography of the county, including roads, streets, subdivisions, and zoned areas.
- o Knowledge of planning and zoning principles, techniques, and practices.
- o Knowledge of legal terminology.
- o Knowledge of county policies and procedures.
- o Skill in reading and interpreting blueprints, maps, aerial photographs, and site plans.
- o Skill in collecting, analyzing, and interpreting data.
- o Skill in supervision and management.
- o Skill in utilizing measurement tools and engineering rulers.
- o Skill in operating such office equipment as a computer, calculator, and copier.
- o Skill in interpersonal relations, including building trust among stakeholders.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The County Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department operations.

GUIDELINES: Guidelines include county ordinances; zoning resolutions, codes and regulations, and federal and state grant regulations. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied technical and administrative duties in planning and zoning interpretation and enforcement. The number and diversity of codes to be enforced and the variety of situations encountered contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to coordinate and supervise planning and zoning activities for the county. Successful performance helps ensure the quality and safety of development projects and sets trends for future growth.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, contractors and subcontractors, real estate personnel, property owners, developers, local and state elected officials, architects, engineers, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, provide services, motivate or influence persons, and justify, defend, negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. The employee must occasionally lift light objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office. The work is performed at field sites when investigating violations and researching matters.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Chief Building Inspector (1), Code Enforcement Officer (2), Zoning Clerk (1), and Animal Control Officer (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.