JOB TITLE: Planning Coordinator

**DEPARTMENT:** Community Development

SUPERVISOR: City Planner / CPL Principal-In-Charge

## **JOB SUMMARY:**

The successful candidate will be responsible for the administrative duties related to Planning & Zoning for the Community Development Department. Work involves skilled clerical and technical responsibilities for reviewing applications for licenses and permits, logging information into computer, maintaining records, prepares agendas and records minutes of meetings. Provide administrative support to other members of the department and back up support to the permitting technician. Work is performed under general supervision of the City Planner and the Community Development Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with business license approvals and renewals; sign permits, zoning variances, annexation and rezoning application reviews; zoning and municipal codes information.
- Provides information and assistance to the public in permit application process; accepts verifies, and logs applications; enters information into computer; distributes applications for staff review; prepares and issues sign and temporary trailer permits.
- Provides backup to the permitting personnel as needed.
- Handles telephone calls and responds to routine informational requests based on established policies and procedures.
- Schedules rezoning and annexation requests; reviews and distributes requests to the Planner; distributes final recommendations to the planning commission.
- Schedules variance and appeal requests; reviews and distributes requests to the Planner; distributes final recommendations to the zoning board of appeals.
- Ensures that land uses are located in proper zones and in compliance with zoning ordinances.
- Prepares, types and distributes agenda and all required information to board members; attends meetings and records minutes; ensures that signs are posted on property for public notices of variances and administrative appeals, and that required legal notices of variances and administrative appeals are prepared and distributed to the media.
- Prepares zoning verification correspondence and answers public inquiries regarding zoning and subdivision issues.
- Attends professional development workshops and conferences to stay abreast of economic development trends.
- Performs other related duties as assigned.

#### **PERIPHERAL DUTIES:**

- Reviews plans submitted for approval; reads and interprets maps and plats.
- Files and retrieves materials and data from manual and computerized filing systems.
- Conducts site visits to job sites and other field projects to observe current conditions and reports findings to appropriate staff members.
- Operates City vehicles in the performance of duties or to attend training programs.

### **DESIRABLE QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MINIMUM QUALIFICATIONS:**

Education and/or Experience:

• Bachelor's degree (or actively pursuing) in City Planning, Urban Studies, City Administration, or related field.

## Knowledge, Skills, and Abilities:

- Knowledge of Business English, spelling and mathematics.
- Skill in oral and written communication.
- Knowledge of modem office practices and procedures including filing systems and records management.
- Knowledge of or ability to learn the department's rules, regulations, policies, and procedures.
- Knowledge or ability to learn and interpret applicable codes and ordinances, geographical layout, zoning classification and definitions.
- Skill in reviewing site plans and subdivision plats.
- Skill in public and interpersonal relations.
- Skill in operation of listed tools and equipment.
- Ability to prepare routine correspondence and clear and concise reports.
- Ability to understand and follow complex oral and written instructions.
- Ability to read maps and plats.
- Ability to process information, applications and forms requiring accuracy, thoroughness and attention to detail.
- Ability to meet and deal tactfully and courteously with property owners, citizens, developers, builders, City officials and the general public.
- Ability to drive and operate the assigned vehicles and equipment in a safe and efficient manner.
- Ability to work independently under general supervision.

#### OTHER REQUIREMENTS:

• Possession of a valid State of Georgia drivers license (Class C) and a satisfactory motor Vehicle Record (MVR).

## **TOOLS AND EQUIPMENT USED:**

- Personal computer ~ including word processing and spreadsheet software
- Printer and Wide format plotter/scanner ~ plats; maps
- Calculator
- two-way radio; telephone; fax
- copier/printer/scanner/fax machine

#### PHYSICAL DEMANDS:

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit and hear; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is regularly required to talk; and stand and walk. The employee is occasionally required to stoop; and lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee sits in an office or computer room. The noise level in the work environment is usually moderately quiet.

# **SELECTION GUIDELINES:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does mot exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.