FLSA: Exempt

**CITY OF DAHLONEGA, GEORGIA**

**CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: PLANNING & ZONING ADMINISTRATOR**

**PURPOSE OF CLASSIFICATION**

The Planning & Zoning Administrator is a department head position involving responsible administrative and technical work related to city planning, zoning, land development activities, comprehensive planning, land use, and permitting. Responsibilities also include working with the City’s Planning Commission and Historic Preservation Commission, and preparing recommendations on matters that require Planning Commission, Historic Preservation, and City Council action.

The employee in this class exercises independent judgement and initiative under the direction of, oversight of and reports to the City Manager.

**EXAMPLES OF WORK PERFORMED**

Functions as department head, City planner, and Zoning Administrator.

Resonsible for enforcement of the City’s Planning Code.

Reviews applications and detailed site plans for new development; coordinated with developers for required and recommended modifications to ensure compliance with City Ordinances and planning documents.

Analyzes and makes recommendations on policies and regulations related to planning, zoning, and land use, based on changing community needs. Makes recommendations on requests for conditional use permits, site plan approvals and rezoning requests to the Planning Commission and City Council, which also serves as the Board of Zoning Appeals.

Analyzes and makes recommendations related to Historic Preservations. Makes recommendations on requests for Certificates of Appropriateness to the Historic Preservation Commission. Issues minor Certificates of Appropriateness as allowed by City Ordinance.

Inspect new developments for compliance with City site plan approvals.

Routinely reviews and recommends amendments to city ordinances as needed.

Supervises and assists with the issuance of building permits and coordinates inspections with vendors or the county as needed.

Prepares annual department budget.

Aids in the preparation of grant applications and grant administration.

Coordinates the City’s Development Review process which includes site plans, plats, and land use amendments.

Coordinates legal review for all planning and zoning matters to include advertisements.

Coordinates updates to proposed ordinances with City Manager and City Attorney.

Conducts applicant meetings and development team meetings as required.

Acts as liaison to the City’s Planning Commission and Historic Preservation Commission.

Acts as a liaison with State, Regional, and County Planning Agencies.

Coordinates the City’s enforcement of soil and erosion and other property maintenance code matters...

Coordinates with City Clerks to ensure all businesses are in properly zoned districts.

Supervises and coordinates the city’s comprehensive plan implementation and amendments processes, including intergovernmental coordination with state and local agencies.

Meets with residents, contractors, architects, engineers, developers and property owners concerning interpretation and application of codes during planning and construction.

Reviews land disturbance, tree removal and building permit applications, zoning issues, annexations, variance applications, sign applications, and other inquiries; compiles data; verifies land uses; identifies compliance issues; maintains the City’s GIS system; recommends approval or corrective action as appropriate; prepares related reports and correspondence; coordinates meetings; issues building permits and/or licenses as applicable and maintains associated records; prepares and maintains financial records and reports; and makes recommendations to the Historic Preservation Commission, Planning Commission, and City Council, which also serves as the Board of Zoning Appeals.

Communicates with City officials and employees, property owners, residents, builders, contractors, architects, engineers, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends various meetings, serves on committees, and makes presentations as needed; serves as staff to the Planning Commission; serves as staff to the Historic Preservation Commission; and oversees posting of department-related public meeting ads, signs and notices and preparation of meeting agendas, agenda packet materials, and minutes.

Coordinate the City's mapping and related databases for zoning, land use and historic preservation with the City’s Information Technology vendor(s).

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**DESIRABLE EXPERIENCE AND TRAINING**

A bachelor’s or higher degree in city, urban or regional planning, public administration, economic development or related field with five years prior planning and zoning experience is required. Able to obtain or have American Institute of Certified Planners (AICO) certification. Must possess and maintain a valid Georgia driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the principles, practices, and techniques of planning and zoning administration; considerable knowledge as it applies to local planning and development standards as well as master planning.

Considerable knowledge of the principles and techniques involved in the development and maintenance of the City’s Comprehensive Plan.

Considerable knowledge of current trends in local, regional, state and federal planning and legislation affecting city planning and development.

Considerable knowledge and skills in drafting regulations, policies and texts of ordinances and codes, including those which govern construction, zoning, signs, and housing.

Ability to present findings and recommendations concisely, comfortable with public speaking, and communicate effectively in oral and written form.

Ability to interpret and apply complex rules, regulations, codes and ordinances; ability to interpret plans, drawings, blueprints and specifications.

An ability to manage complex assignments independently and make decisions or recommendations based on sound professional judgment.

Ability to establish and maintain effective working relationships with department officials, other employees, public agencies, developers, contractors and the public.

**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 workstation.

Sensory Requirements: Some tasks require visual acuity to perform an activity such as analyzing data and determining accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures. Some tasks require the ability to perceive the nature of sounds at normal speaking levels and receive detailed information through oral communication. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions is regularly performed without exposure to adverse environmental conditions.

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

I understand the position description for my job and what is expected of me. I understand that this is what I will be evaluated on. Further, I am able to meet the working conditions and physical requirements as stated for the position that I hold or will hold.

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Employee Signature Date