



Planning and Zoning Administrator Planning and Zoning

JOB SUMMARY

Under the direction of the Lamar County Board of Commissioners, directs and manages the functions and activities of the Department of Planning and Zoning, erosion and sediment control, professional zoning operations and planning functions for the orderly development, redevelopment and growth of the County.

MAJOR DUTIES

- Performs professional planning functions under the general guidance of the County Administrator and acts as staff planner to the Planning Commission and Board of Appeals preparing meeting schedules and agendas, maps, photographs and graphic materials; analyzes, processes and formulates staff recommendations for development applications; prepares staff reports for zoning, variances, appeals, site plan and Conditional Use Application, etc.
- Interprets and disseminates requirements of the County Zoning Ordinance to the general public, elected and non-elected officials, and other county departments.
- Participates in public meetings, prepares and makes presentations at public meetings to the Planning Commission, Board of Appeals, County Commission and meetings relating to development applications, variances, appeals, zoning amendments and insures that accurate records are kept.
- Reviews and submits preliminary plats to the County Planning Commission for approval; composes written staff reports for request for variances to the County Board of Appeals; written reports for recommends and conditions for requests for rezoning for the Planning Commission and the Board of Commissioners.
- Coordinated with the County Administrator, County Attorney, County Engineer, Building Officials, Planning Commission, Board of Appeals and other officials in matters relating to Planning and Zoning and Development in the County.
- Assist with the preparation, revision and updates of the County Comprehensive Plan, Zoning Ordinance, Subdivision Ordinance, Sign Ordinance, and other ordinances that relate to County growth, and development; gathers and analyzes statistical data; and prepares written reports and makes oral presentations.
- Conducts the Planning Review Meeting for new development represented by various County departments such as Public Works, Building, City Water, Sheriff's Office and Fire Departments, also developers, architects, engineers and other public officials; coordinates with the County and other municipal planning agencies to resolve problems.
- Meets with the public, developers, architects, engineers, realtors, and county officials regarding land use development, sign ordinance, variances, general planning and zoning and subdivision ordinance information.
- Reviews zoning approval for building permits, sign permits, and occasionally business licenses for various locations throughout the county for compliance with county zoning regulations; analyzes and approves building permit plans to insure compliance with existing ordinances.

- Reviews and approves administrative site plans and subdivision plats for zoning purposes in conjunction with other departments; works with various departments on interpreting, reviewing, and updating subdivision regulations.
- Provides information to GIS personnel to keep the Zoning and Land Use maps up to date. Be familiar with ArcView GIS software.
- Coordinate with or assist as needed the Code Enforcement officer regarding zoning violations, business license review, on-site improvements, agreements and letters of credit/bonding; inspect site improvements with regard to zoning requirements for final occupancy permits through correspondence, personal meetings and telephone conversations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government operations and regulations; zoning procedures and policies.
- Knowledge of County codes, ordinances and regulations.
- Knowledge of related federal, state, and local laws.
- Knowledge (thorough) of the principles, practices, and laws of planning, zoning, subdivisions, theory and application, zoning regulations.
- Knowledge (working) of the nomenclature, symbols, techniques of mapping and architectural plans.
- Knowledge of GIS software.
- Knowledge of research methodology and statistics, and Board of Appeals law, practice and application; basic understanding of the principles and theory of redevelopment.
- Knowledge of computers and job-related software programs, calculators, phones, copy and fax machines.
- Skill in public relations and making public presentations.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.
- Ability to communicate effectively, verbally and in writing.
- Ability to follow written and oral instructions.
- Ability to establish and maintain effective working relationships with employees, county officials, other government agencies and the public.
- Ability to supervise, and participate in the compilation, research, analysis and preparation of planning related technical and statistical reports and data.

SUPERVISORY CONTROLS

The County Administrator assigns work in terms of County goals and objectives.

GUIDELINES

Guidelines include County and department policies and procedures, County codes and ordinances, and related federal, state, and local laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and administrative duties.
- The purpose of this position is to perform professional planning functions for the orderly development, redevelopment and growth of the County. Successful performance ensures the efficiency and effectiveness of all planning functions of government operations.

CONTACTS

- Contacts are typically with coworkers, other County department heads and employees, elected and appointment officials, state and federal agencies, developers, architects, engineers, realtors, business leaders, and members of the general public.
- Contact is typically regarding land use, development, sign ordinance, variances, general planning and zoning and subdivision ordinance information.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is performed mostly in an office setting. Some outdoor work is required in the inspection of various land use developments, or construction sites.
- Hand eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit, walk, talk or hear and occasionally required to use hands to finger, handle, feel or operate tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- Must be able to frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and ability to focus.
- While performing the duties of this job, the employee occasionally works in outside weather conditions; occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Building and Zoning Administrative Assistant.

MINIMUM QUALIFICATIONS

- Graduation from college or university with a Bachelor's Degree in Urban Planning, Geography, Civil Engineering, Architecture, Political Science, Economics or closely related field and three years full time progressively responsible experience in rural and urban planning or any equivalent combination of education and experience and skills that meet the prerequisites of the position.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions, resolve problems, usually associated with one to three years' experience.
- 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.
- Must be knowledgeable of Microsoft Office programs and a working knowledge of Geographic Information Systems is highly desired.
- Willingness to attend evening meetings to meet the needs of the community development office.
- Must be willing to take a drug test and allow a criminal background check.