



<b>Job Title:</b>	PLANNING & ZONING DIRECTOR	<b>FLSA Status:</b>	EXEMPT
<b>Reports To:</b>	CITY MANAGER	<b>Pay Grade:</b>	
<b>Department:</b>		<b>Last Revision:</b>	
<b>Approved By:</b>		<b>Date:</b>	SEPTEMBER 10, 2015

**PURPOSE**

To administer the City of Euharlee’s land use regulations including the Zoning Ordinance, the Subdivision Regulations, the Special Flood Hazard Area Ordinance, the Nuisance Ordinance and the Historic Preservation Ordinance.

**ESSENTIAL JOB FUNCTIONS**

Serve as the City Zoning Administrator and Subdivision Officer.

Develops general master plan programs for overall planning operations including updates of land use, zoning, subdivision, transportation and housing studies; administers local planning, and transportation planning programs.

Interpret federal, state and local regulations and ordinances. Determine regulating limitations on projects. Advise the City Council regarding changes to any regulations.

Formulate planning policy recommendations for presentation to the Regional Planning Commission; present findings and recommendations on planning matters to City Council members, Planning and Zoning Commission, and Historic Preservation Commission.

Review and recommend development proposals for compliance with various developmental regulations and with principles and practices of effective planning and land use; approve subdivision plats for recording in County Register's Office.

Consult with and advise developers, contractors, members of the general public, various organizations and agencies, elected officials and attorneys on planning related issues and legal matters relating to planning functions.

Prepare, maintain and/or oversee the preparation of required documentation including, but not limited to, administrative and special reports, ordinances and resolutions, technical study reports, maps and charts, routine correspondence, etc.

Evaluate information to determine feasibility of proposals and identify factors requiring amendment on a frequent basis.

Interpret and enforce the zoning and Historic Preservation ordinances of the City of Euharlee.

Investigate or initiate investigation of alleged violations of the zoning ordinance.

Maintain compliance with the Federal Flood Insurance Program.

Administer federal floodplain regulations, City subdivision regulations, City Land Nuisance Ordinance, and code enforcement violations.

Issue or supervise the issuance of zoning use and zoning use compliance permits, i.e., building permits and business licenses.

Supervise future Planning & Zoning staff in the day-to-day administration and enforcement of City land use regulations.

Attends meetings, seminars and training sessions as required to remain knowledgeable of departmental operations, to discuss planning related subjects and to promote improved job performance.

Perform other related duties as assigned by the City Manager and/or City Council.

## **QUALIFICATIONS**

### **Knowledge of:**

- Policies, procedures, and activities of City, County, and urban planning practices as they pertain to planning and zoning.
- Developing and administering operations and staff plans and objectives.
- Terminology, principles, and methods utilized in relation to planning and zoning.
- Mathematical computations, required calculations using percentages and decimals.
- English usage, spelling, grammar, and punctuation.

### **Ability to:**

- Compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- Speak and/or signal people to convey or exchange technical, financial and administrative information. Includes giving assignments and/or directions to coworkers or assistants.
- Read a variety of informational documentation, directions, instructions and methods and procedures.
- Write reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Speak with and before others with voice control and confidence using correct English and a well-modulated voice.
- Learn and understand complex principles and techniques, to make independent judgments and to acquire knowledge of topics related to the job.
- Record and deliver information to supervisors and elected officials, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Utilize mathematical formulas, add and subtract totals, multiply and divide, determine percentages, determine time and weight and utilize statistical inference.
- Coordinate hands and eyes in using automated office equipment, computer and photographic equipment.
- Handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand coordination.
- Differentiate colors and shades of color.
- Deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

### **Education/Training:**

A Bachelor's degree required in Urban or Regional Planning, Civil Engineering or closely related field. Previous experience and/or training involving urban planning, local/regional land use, zoning, land development plan review, site plan review, and personal computer operation; or any equivalent combination of education, training and experience.

**Experience:**

3 - 5 years of related experience in urban planning, local/regional land use, zoning, land development plan review, site plan review, preferably within a municipal government.

- Excellent project management and oral and written communication skills.
- AICP certification is preferred.
- Master’s degree preferred.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

- Work is often performed in both outdoors and office environments.
- Should be able to lift at least 20 lbs. consistently.
- May involve standing, sitting, walking and stooping for extended periods of time.
- May also involve pushing, pulling, crawling, kneeling, bending and performing repetitive motions.

*This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the City of Euharlee. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the jobholder’s responsibility.*

**EMPLOYEE ACKNOWLEDGMENT**

I have read this job description and discussed it with my supervisor.

Employee Name	Employee Signature	Date
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Supervisor Name	Supervisor Signature	Date
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