



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Planning Manager	Job Code: 0501106
Reports to: Development Services Director/County Engineer	FLSA Status: Exempt
Department: Development Services	Date Approved:

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

POSITION OVERVIEW:

The purpose of this classification is to supervise the planning section and handle all related matters from the general public and Planning staff. Manages staff in coordinating development-related activities and tasks associate with the County's Flood Plain Management Program.

PRINCIPAL DUTIES AND RESPONSIBILITIES (ESSENTIAL FUNCTIONS):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Ensures citizens' questions regarding land use issues are answered, provides comments and review applications for rezoning, variance, conditional use, ponds, residential/rural business and subdivisions.

Manages and supervises the preparation of notices and packets sent to the Planning Board members and Commissioners as needed, regarding sketch plans and final plat. Attends Planning Board and Commission meetings and makes presentations; collects information to make presentations.

Ensures the updating and maintaining of the subdivision ordinance, zoning ordinance, flood ordinance, and all other codes and ordinances used within the Development Services department are completed in a timely manner as required.

Responsible for reviewing sketch plans and final plat applications and development recommendations.



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Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Meet with developers as requested and especially at pre-application. Manage the review of subdivision and site construction plans for proposed construction and improvement projects to ensure compliance with applicable codes and ordinances; interprets codes and ordinances as requested. Coordinate with County Engineer on review.

Supervises the review of major subdivision final plats and infrastructure deeds prior to consider by the Board of Commissioners.

Review and approve minor subdivision plats.

Manage the review and update of the County's Comprehensive Plan.

Works with GIS employees to produce, maintain, and manipulate maps and Geographic Information Systems (GIS) databases, using a variety of hardware and software, for County agencies, cities, and the general public.

Manage annual update of the Capital Improvement Elements (CIE).

Coordinate with IDA on economic and industrial growth. Coordinate with EMA on creating and maintaining implementation of disaster recovery plan.

Identify impacts of proposed ordinance changes and of applicable local, state, and federal regulations.

Manage the preparation of notices and information sent to Transportation Advisory Board (TAB) members; attend TAB meetings and record minutes.

Represent Effingham County on the Technical Coordinating Committee (TCC) of the CORE MPO; attend TCC meetings, and ensure that County priorities are represented in CORE MPO plans. Represent the County at the CORE MPO Board meetings as needed.



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Conducts special studies and small area plans to develop reports and make recommendations to the Board of Commissioners.

Attends, participates in, and makes public presentations at organization and community meetings; responds to and resolves community and organizational inquiries and complaints.

Participates in professional organizations to maintain up to date knowledge of planning, zoning, development and environmental best practices.

Ensure liaison with Coastal Regional Center (CRC) and Department of Community Affairs (DCA) regarding any land use issues.

Works closely with Zoning Manager and support each other.

Regular and routine attendance at work is required.

ADDITIONAL FUNCTIONS

Assist where necessary in plan reviews.

Communicate with developers/Applicants where necessary to discuss results of reviews and approvals.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Provides assistance to other employees or departments as needed.

Performs other related relevant duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in urban planning, engineering or related field; supplemented by six (6) years previous; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. AICP preferred.



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PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE



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Physical Ability: Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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