Job Title: Planner	Job Code: 0610111
Reports to: Planning Manager	FLSA Status: Non-Exempt
Department: Development Services	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 assist the Planning Manager with development plan review, and research for ordinance revisions and long-range planning projects. In addition, the position coordinates the Development Services pre-application meeting schedule.

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.

Advises and informs the Planning Manager of potential problems or matters of concern; makes decisions on development plan reviews and permits, final plat reviews and final inspections, and related matters, in the absence of the Planning Manager.

Meets with, and answers questions from, design engineers, developers, and the public about development regulations, reviews, and permitting.

Coordinates with building permit staff on review of building permits in relation to development in the Special Flood Hazard Area (SFHA) and wetlands areas. Communicates with building permit applicants on elevation certificate and wetlands delineation requirements. Identifies building permit applications requiring variances, and refers applicants to the Zoning Manager for further assistance.

Coordinates review of Sketch Plan applications, including developing the staff recommendation, presenting to the Planning Board and Board of Commissioners, and writing the notice to proceed.

Receives land disturbing activity (LDA) and Development Plan (DP) applications, preliminary plans, and development plans, and coordinates the review process with the County engineer. Contacts applicants to provide results of reviews and approvals.

Principal Duties and Responsibilities Continued (Essential Functions**):

Maintains record of LDA Bonds and DP Warranty Bonds. Schedules bond release inspections, and requests release of bonds by the Finance Department.

Receives final plat and final inspection applications, and assists Planning Manager in review and approval process.

Coordinates the department's participation in long-range planning projects including transportation, storm water, comprehensive growth management, and solid waste. Coordinates with other county departments and authorities on plan development and updates.

Prepare notices and information for Transportation Advisory Board (TAB) members; attends TAB meetings, and records minutes.

Attends, participates in, and makes public presentations at organizational and community meetings.

Provides support for the Community Rating System (CRS)/county floodplain management program; assists with data collection and mapping for annual recertification and cycle visits; reviews elevation certificates for building permit applications; assists with development of community letters for flood zone determinations as requested by citizens, realtors, and insurance agents.

Prepares notices for outreach and education related to CRS/floodplain management program, and other long range planning projects; attends Planning Board meetings as needed.

Creates a digital file for each development plan, final plat, and floodplain management-related item, and stores in the appropriate server location for record keeping.

Assists the Planning Manager in researching and writing updates and amendments to ordinances and development regulations.

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

Principal Duties and Responsibilities Continued (Essential Functions**)

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

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.

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions

Assists developers & the public in obtaining 911 addresses.

Performs other related duties as required.

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.

Applicant should possess strong communication, research, and writing skills, and the ability to deal effectively with the public and government officials. Applicant must be computer-literate and possess in-depth skills with Microsoft Office products, including the creation of forms, tables, brochures, and simple graphics.

Minimum Qualifications

Associate's degree / Bachelor's degree preferred in planning, public administration, or related field. Prefer 3 years previous experience in local government. Will consider a combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.

Must possess or obtain a valid Georgia driver's license.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situation.

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, and/or advisory data and information and be able to provide explanations of data.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate 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.