



## Planning and Zoning Technician

### Planning and Zoning

PZ/4 - 445

#### JOB SUMMARY

This position provides customer service to the general public; assists with the submittal and distribution of rezoning requests, variances, preliminary plats, subdivision plats, and site plans; reviews various permits; maintains various data bases and departmental filing systems; and handles receipting and deposits.

#### MAJOR DUTIES

1. Provides customer service to citizens, builders, developers, and engineers regarding planning and zoning issues; provides information regarding zoning districts and permitted and conditional uses and requirements; provides information and assistance concerning the zoning ordinance, the sign ordinance, development regulations, and subdivision regulations.
2. Provides administrative support to the Planning and Zoning Coordinator, the Planning Commission, and the Zoning Board of Appeals; prepares agendas and applications for distribution to Board members; prepares required legal notices of rezoning, variance, and administrative appeals; prepares signs for property posting; and attends meetings as needed; records, transcribes, and distributes minutes.
3. Logs applications for plats and nonresidential site plans and distributes for review; prepares zoning compliance forms for nonresidential site plans.
4. Maintains logs and ledgers concerning applications for plats and nonresidential site plans; maintains files for all rezonings, plats, site plans, preliminary plats, variances, sign permits, trailer permits, and conditional use permits.
5. Maintains record of all monies received and maintains accurate deposit records.
6. Maintains user fee schedule; collects and records all application fees.
7. Assists with sign permits and temporary trailer permits.
8. Assists in the processing of residential building permits.
9. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of zoning procedures and policies.
2. Knowledge of county ordinances and regulations.
3. Knowledge of computers and job related software programs.
4. Knowledge of modern office practices and procedures.
5. Skill in the operation of modern office equipment.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Planning and Zoning Coordinator assigns work in terms of very general instructions and spot-checks completed work for accuracy, compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the county zoning ordinance, sign ordinance, development regulations, subdivision regulations, the Comprehensive Land Use Plan, and the county code. These guidelines are generally clear and specific, but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties in support of the department's planning and zoning operations. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in support of the department's zoning operations. Success in this position contributes to the positive growth and development of Fayette County.

## CONTACTS

- Contacts are typically with elected and appointed officials, co-workers, developers, contractors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.