



## Community Services Director Planning and Zoning

PZ/1-475

### JOB SUMMARY

This position is responsible for directing the operations of the Community Services Division, including Planning and Zoning, Permits and Inspections, Parks and Recreation, and Library operations.

### MAJOR DUTIES

1. Establishes priorities, policies, and procedures for the Planning and Zoning Department.
2. Establishes priorities, policies, and procedures for the Community Services Division.
3. Oversees the rezoning, preliminary plat, subdivision plat, site plan, and variance procedures.
4. Develops work plans; identifies program objectives, timeframes, and resources.
5. Administers and interprets various regulations and policies, including the zoning ordinance, sign ordinance, development regulations, subdivision regulations, and the comprehensive plan.
6. Assigns projects to personnel and monitors progress.
7. Reviews, analyzes, and interprets planning related data.
8. Oversees the required updates and amendments to all state required planning documents.
9. Supervises and evaluates the work of personnel.
10. Meets with property owners and developers.
11. Conducts special studies as required by the County Administrator or Board of Commissioners.
12. Attends meetings of the Board of Commissioners, the Planning Commission, and the Zoning Board of Appeals.
13. Keeps county current with all state minimum planning standards.
14. Prepares and oversees the annual budget for the Planning and Zoning Department.
15. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard management and supervisory practices.
2. Knowledge of community development and planning procedures and policies.
3. Knowledge of county ordinances and regulations.
4. Knowledge of Geographic Information Systems (GIS).
5. Knowledge of computers and job related software programs.
6. Skill in interpreting complex information and in conveying it to others in an accurate, complete, and understandable manner.
7. Skill in researching, interpreting, and compiling complex data and other information into a useful product.
8. Skill in public and interpersonal relations.
9. Skill in oral and written communication

### SUPERVISORY CONTROLS

The County Administrator assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

### GUIDELINES

Guidelines include the Fayette County Comprehensive Plan, the zoning ordinance, the sign ordinance, development regulations, subdivision regulations, the Fayette County Code, Georgia State Law, and Georgia State Minimum Planning Standards. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and technical planning duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the functions of the Planning and Zoning Department and the Division of Community Services. Success in this position contributes to the positive growth and development of Fayette County.

#### **CONTACTS**

- Contacts are typically with elected officials, commission and board members, county management, division and department directors, county employees, county consultants, developers, builders, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

#### **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 objects.
- The work is typically performed in an office.

#### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Director of Building Safety (1), Library Director (1), Parks and Recreation Director (1), Zoning Administrator (1), and Planning & Zoning Coordinator (1).

#### **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 baccalaureate degree in a course of study related to the occupational field.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 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.