



## Planning and Zoning Coordinator

### Planning and Zoning

PZ/3-446

#### JOB SUMMARY

This position performs administrative and technical duties in support of the department's planning and zoning operations.

#### MAJOR DUTIES

1. Provides administrative and technical support for the Director, Assistant Director, and Zoning Administrator; assists in the development of amendments to ordinances and plans; attends meetings with Director, Assistant Director, and Zoning Administrator; assists in the preparation of staff analysis regarding various applications; assists in the preparation of the annual budget; provides support for administrative and technical tasks related to planning and zoning and code administration functions.
2. Provides technical information/assistance to the general public, professionals, elected and appointed officials, appointed citizen boards, and other county staff regarding complex zoning classifications and ordinance and plan related information.
3. Reviews building permit applications for compliance with ordinance requirements; performs final site inspections for non-residential development for compliance with buffers, and screening requirements; reviews foundation surveys for residential and non-residential development for compliance with setbacks; attends Technical Review Committee meetings to review various projects.
4. Provides administrative support as Secretary to the Zoning Board of Appeals and Planning Commission; attends public meetings; records, dictates, disseminates, and maintains agendas; records, transcribes, and distributes legal notices to the print media; prepares copies of public hearing applications and ordinance and plan amendments.
5. Assists Code Enforcement with zoning violation complaints; testifies in court.
6. Provides support for administrative and technical tasks related to planning and zoning and code administration functions; assists in training personnel.
7. Updates department Web site.
8. 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 Community Services Division Director and/or Zoning Administrator assign work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the county zoning ordinance, sign ordinance, subdivision regulations, development regulations, county code book, the Comprehensive Plan, the land use plan map, the thoroughfare plan map, county tax maps, and aerials. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative and technical duties in the coordination of the department's planning and zoning operations. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist in coordinating the department's planning and 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, attorneys, professional engineers, architects, developers, landscape architects, contractors, members of the news media, realtors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; 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 and outdoors, where the employee may be exposed to cold or inclement weather.

## 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.

## 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.
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- 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.