

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Planning & Zoning Director

**Department:** Community Development

**Pay Grade:** 516

**FLSA Status:** Exempt

**Job Code:** C402

#### JOB SUMMARY

The purpose of this classification is to perform professional tasks at the managerial level by managing the land planning and zoning process within the City of Roswell. Provides professional recommendations, serves the general public and acts as the liaison between citizens and the development community. Prepares, interprets and implements ordinances and resolves related disputes. Serves as the City's representative and witness in litigation.

#### ESSENTIAL JOB FUNCTIONS

- Serves as the Zoning Director for the department.
- Plans, organizes, directs, and manages the long-range planning and current planning efforts with the City.
- Directs and manages the zoning and variance processes and administers the Unified Development Code, including zoning signs and historic preservation requirements.
- Manages the Comprehensive Plan for the City with the purpose of initiating a proactive approach to the future development that occurs within the City.
- Supervises, directs, and evaluates assigned staff of the Planning and Zoning Division, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; maintains standards through the effective coordination of activities; allocates personnel; provides recommendations for transfers, promotions and salary administration issues; approves new hires, disciplinary action and employee discharge procedures.
- Represents the division and the department in various administrative and professional situations; prepares and provides professional recommendations to elected officials, appointed boards and the commission; serves as the department representative when

providing recommendations; serves as the City representative and witness in Municipal Court, at special master hearings, during arbitration, and in Superior Court.

- Performs technical tasks involving the interpretation and implementation of ordinances; interprets the zoning ordinance; interprets local, State and Federal laws; administers the impact fee ordinance in accordance with local law and consistent with the Impact Fee Law; acts as the liaison between the City and the telecommunications industry in locating wireless facilities; administers and implements the requirements of the Unified Development Code and the Unified Development Code Guidelines; administers and implements the Chattahoochee River Tributary Protection Ordinance; interprets and implements the sign ordinance; interprets and administers the requirements of the Metro River Protection Act.
- Writes text amendments to the Unified Development Code.
- Participates in development activities of the department; manages the development review process; implements development in accordance with established ordinances.
- Directs the coordination of activities and provides technical assistance to the Planning Commission, Historic Preservation Commission, Design Review Board, and Board of Zoning Appeals concerning zoning regulations.
- Reviews building permits applications, business license applications and home occupation request for compliance with the Unified Development Code.
- Assists in managing departmental operations; administers and maintain the Comprehensive Plan and implements components of the Plan; interprets and implements elements of the City Code; evaluates constitutional rights of property owners in land development decisions and confers with legal department as needed; provides approval on subdivision and combination of property; and performs conflict resolution and negotiate settlements to resolve disputes.
- Performs various administrative tasks for the division and department; grants or denies variances; prepares the division budget; implements approved budget and monitors budgetary spending to ensure compliance with established guidelines and limits; certifies zoning of property required by lenders prior to loan closures.
- Operates a personal computer, fax machine, phone system, copier, engineers scale, architectural scale, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized by the department.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Bachelor's degree in Planning, Development or closely related field; six (6) years of progressively responsible experience in planning and zoning with some experience at the managerial level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- American Institute of Certified Planners (AICP) certification is preferred, but not required.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

### **Knowledge, Skills and Abilities:**

- Knowledge of current local, State and Federal ordinance and have the ability to interpret and implement existing and new ordinances.
- Knowledge of land planning, cartography and development principles, practices and methods.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, understand and interpret design drawings, site plans, construction specifications, engineering plans, maps, and plats.
- 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.
- Ability to perform in a supervisory capacity over subordinate supervisors.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- 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, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- 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.
- 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.

### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*