

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.

Planner III

Department: Community Development

Pay Grade: 511

FLSA Status: Exempt

Job Code: C405

JOB SUMMARY

The purpose of this classification is to supervise and perform professional planning and community development tasks to include the processing of applications, building permits, and business license requests while monitoring zoning ordinance and code compliance. Completes technical tasks and projects and conducts specialized research. Attends a variety of meetings to present information and provide professional recommendations concerning various planning issues.

ESSENTIAL JOB FUNCTIONS

- Supervises and directs the daily work activities of assigned staff; provides technical assistance and recommendations for conflict resolution to planning staff; and assists supervisor with performance evaluations of subordinate staff.
- Communicates with the development community and the general public to provide information regarding planning, zoning, and development issues; provides information and answers to the public concerning zoning regulations; assists applicants in completing application forms; attends various board meetings to provide information and answers regarding applications and relates issues; advises board members of zoning ordinances and code requirements.
- Conducts technical review and analysis of information; reviews and approves agendas prepared for boards and commissions; reviews files to present information; reviews board applications and plans for code compliance; reviews administrative variances and exception plats and forwards for approval; reviews final plats and division plats for completeness and approval.
- Serves as the Project Manager for putting together the Comprehensive Plan for the City of Roswell becomes the basis of approval for all future growth and development.

- Organizes, schedules, and directs all development plan review meetings and participates in the review of all development plans to ensure compliance with all planning and zoning regulations; provides expertise and guidance to meeting participants for matters pertaining to planning and zoning.
- Reviews and approves staff analysis prior to its release to boards and commissions: provides feedback and guidance to planning staff; determines if any additional review of an application is necessary; reviews rejected applications to determine missing information; revises and formulates recommendations and conditions for approval of applications; researches approved applications to determine compliance with Board requests; visits application sites, visually examines and photographs site; reviews photographs of sites; forwards applications materials and related information to Board members; reviews sign permit applications for compliance and issues approval or rejection.
- Receives, reviews, and processes rezoning and conditional applications; reviews and approves the surveys, site plans, and variance requests; inspects the site; photographs the area involved; coordinates and attends neighborhood meetings affected by the rezoning; gathers historical information involving the rezoning area; writes the initial draft of the staff report, submits to supervisor for review, and revises the report as directed; presents the rezoning application to the commission and Mayor and City Council; notifies applicant of incomplete application and deficiencies within the plan; discusses issues involved in the rezoning with outside agencies; reviews and approves related media ads and signs; writes action letters regarding rezoning outcome.
- Researches complex zoning issues and conducts special research projects as assigned.
- Processes requests for building permits and assigns to appropriate staff; reviews staff analysis and recommendations; reviews building permit plans for compliance with all zoning codes and additional conditions as set forth by the board; informs building permit applicants of zoning deficiencies in their submittal; reviews correspondence prepared for building permit applicants; issues denial of permit request based on zoning issues.
- Processes business license requests; receives and assigns business license code compliance checklist; determines if a proposed business is allowed at requested site under zoning ordinances.
- Attends and participates in a variety of meetings and sessions; makes presentations; attends weekly staff meetings to provide updates and present issues or concerns; and shares information from meetings with subordinates and supervisors.
- Operates a personal computer, printer, fax machine, copier, phone system, measuring wheel, architect and engineering scale, light table, Planimeter, tape measure, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, 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 Urban and Regional Planning or closely related field; five (5) years of experience in planning and development activities with a minimum of two years supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of and ability to interpret codes and zoning ordinance.
- Knowledge of land planning, cartography and development principles, practices and methods. Must have the ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats.
- Skill in interpersonal communication and the ability to interact with a wide variety of individuals, groups, and personalities in resolving development and application issues.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to use practical applications involving codes and zoning ordinances.
- 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.
- Ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- 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, and/or advisory data and information.
- 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.
- 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.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

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 sounds, 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.