

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C402
FLSA:	E
WC:	9410
PG:	515
EEO:	1

CLASSIFICATION TITLE: PLANNING AND ZONING DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional tasks at the managerial level by managing the land development process within the City of Roswell. Provides professional recommendations, serves the 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. This is a senior level position in the Community Development Department.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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.

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 Roswell Planning Commission, Historic Preservation Commission and Design Review Board concerning zoning and the Comprehensive Plan.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Planning, Development or closely related field; six (6) to nine (9) 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. Must possess and maintain a valid Georgia driver's license.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must be able to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position. Must have comprehensive knowledge of current local, State and Federal ordinance and have the ability to interpret and implement existing and new ordinances. Must have thorough 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, engineering plans, maps, and plats.

Data Utilization: Requires the 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.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the 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.

Functional Reasoning: Requires the 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.

Situational Reasoning: Requires the 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.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, 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.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.