

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C405</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>9410</b>
<b>PG:</b>	<b>511</b>
<b>EEO:</b>	<b>2</b>

**CLASSIFICATION TITLE:                   PLANNER III (Community Development)**

---

**PURPOSE OF CLASSIFICATION**

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 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.**

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.

Attends 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.

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, Planimitor, 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.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Urban and Regional Planning or closely related field; three to five 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. 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 a thorough understanding of and ability to interpret codes and zoning ordinance. Must have the ability to use practical applications involving codes and zoning ordinances. Must possess 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, maps, and plats. Must have the interpersonal communication ability to interact with a wide variety of individuals, groups, and personalities in resolving development and application issues.

**Data Utilization:** Requires the 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.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

**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, and/or advisory data and information.

**Mathematical Aptitude:** Requires the 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.

**Functional Reasoning:** Requires the 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.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**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.*