

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	C412
FLSA:	E
WC:	9410
PG:	508
EEO:	2

CLASSIFICATION TITLE: PLANNER I (Community Development)

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform technical planning and community development tasks by processing applications, building permits, and business license requests, with an emphasis on providing customer service as the first point of contact for planning and zoning inquiries. This is an entry-level professional position in the planning series; employees in this position are expected to take on more review work as experience and knowledge is gained.

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.

Provides customer service as the first point of contact for more complex planning and zoning inquiries: provides information and answers from the public concerning planning, zoning, and development issues or regulations; assists applicants in completing application forms; provides guidance to builders, developers, and property owners regarding interpretation of zoning laws and ordinances; and directs individuals to appropriate personnel when more complex information is needed.

Receives and processes permit applications for permanent signs: compares size and location of signs to legal requirements; verifies that all required documentation is accounted for and complete; approves permits or forwards permit application to appropriate personnel or board for action.

Conducts technical review and analysis of information; 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; ensures plans are drawn to architectural or engineering scale.

Performs tasks involving various applications; reviews applications for compliance with zoning ordinances; assists in determining if any additional review of an application is necessary; meets with applicants to discuss project; prepares correspondence notifying applicants of information missing from applications; 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 applications; reviews and approves the surveys and variance requests within the rezoning applications; gathers historical information involving the rezoning area; 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.

Performs technical tasks in completing daily duties; assesses proposed commercial development to determine if further approval by a board is necessary; assigns addresses to new projects; researches complex issues; conducts special research projects as assigned.

Attends and participates in a variety of meetings and sessions; attends legal meetings to review zoning applications; attends weekly staff meetings to provide updates and present issues or concerns; attends development plan review meetings; attends public meetings.

Processes requests for building permits; assigns building permits requests; review 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; visits business license sites to determine need for further approval by board; approves business licenses requests; forwards business information to appropriate department for notification; reviews denial of business license requests for applicants and provides information regarding the situation.

Receives and review land disturbing permit plans; approves or denies plans based on compliance; attends land development permitting meetings.

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.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban and Regional Planning or closely related field; previous experience in planning or property development activities is preferred; 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 basic 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 basic 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 coordinating activities of a project, program, or designated area of responsibility.

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; 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 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.