

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 II

Department: Community Development

Pay Grade: 510

FLSA Status: Exempt

Job Code: C410

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS

- Communicates with the development community and the general public, by phone, email and in person, to gather and 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 related issues; advises board members of zoning ordinances and code requirements; notifies code enforcement staff when site visits and citations may be necessary.
- 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 Design Review and Board of Zoning Appeals 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 application 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 use applications; reviews and approves the surveys, site plans, and variance requests within the rezoning applications; inspects the site during the rezoning process; photographs the area involved in the rezoning; 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.
- Reviews and processes Historic Preservation Commission applications; reviews applications for compliance with zoning ordinance and compliance with design guidelines; verifies that plans are to architect or engineering scale; determines how the property is zoned and for what use; conducts site visits; evaluates applications based on established criteria; prepares acceptance or denial correspondence and provides justifications and time frames for submittal of missing information; provides assistance to applicants with rejected applications; researches existing files, books, and other materials containing related information; prepares staff report for each Historic Preservation Commission applications; develops recommendations regarding each application; attends related meetings to provide information and explanation; prepares action report outlining outcome of each application.
- Maintains inventory of historic structures: reviews applications for and recommends additions to local and national historic registers; conducts research for local surveys and nominations for the National Register.
- Maintains information for historic preservation technical assistance, including tax credits; building repair guidelines as published by the National Park Service; property files with historic photographs and documentation; and files including information for National Register of Historic Places listed properties, Historic American Building Survey properties, Historic American Engineering Record properties, Carnegie Survey of the South properties, and other research and survey activity generally recognized by industry standards.
- Maintains and updates the City's Comprehensive Plan: provides information and interpretation of the plan to City officials and the public; coordinates or assists with the annual update; and coordinates with the Department of Community Affairs and the Atlanta Regional Commission in regard to meeting the state mandated legal requirements necessary to maintain the City's "Local Qualified Government" status.
- 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; coordinates and conducts interagency meetings; 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.
- Attends 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.

- Processes requests for building permits; 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; 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.
- 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; three (3) years of experience in planning or property development activities; 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).

Special Requirements:

- None

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.
- 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 use practical applications involving codes and zoning ordinances.
- 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, maps, and plats.
- 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 coordinating activities of a project, program, or designated area of responsibility.
- 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; 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 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 light work which requires the ability to exert very moderate 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). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and 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.