

*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 I

**Department:** Community Development

**Pay Grade:** 509

**FLSA Status:** Exempt

**Job Code:** C412

### JOB SUMMARY

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 JOB FUNCTIONS

- Provides customer service as the first point of contact for the general public and contractors/architects on 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.
- Creates staffing reports and recommendations that are reviewed and submitted to the Board of Zoning Appeals for each application received.
- 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.
- Examines and issues zoning confirmation letters, which are also signed and approved by the director.
- 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; one (1) year of 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.

### **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 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 moderate weight (10-15 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate sounds 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.*