

Job Title: Special Projects Coordinator for Planning and Projects

Job Summary: This position assists with the development of short- and long-range planning projects, updates to the City's comprehensive plan and short-term work program, redevelopment plan for improvement areas, and assists with the implementation of various enhancement projects throughout the City. Work is performed under the supervision of the Planning Director.

Major Duties:

- Assists with the City comprehensive plan updates as assigned.
- Coordinates with County in preparation of transportation planning in the City.
- Coordinates with neighboring jurisdictions in multi-jurisdictional corridor projects.
- Assists with the development of the solid waste management plan;
- Coordinates applicable park and ride or transit issues.
- Implements the Neighborhood Incentive Grant Program and CDBG programs in the City.
- Coordinates with County and nonprofit groups for programs at City recreation facilities.
- Attends monthly neighborhood watch meetings with police department for community outreach.
- Assists with the assessment of City and community facilities, historical and natural resources, land use, population, and economic development elements in the comprehensive plan update.
- Assesses the impact of development on City's infrastructure and need for impact fees.
- Implements improvements and renovations to Ford Community Center.
- Implements SPLOST projects, or alternatively, coordinates with Public Works to implement roadway improvements based on transportation plan.
- Develops plan and schedule for implementing remaining special projects and City signage program.
- Coordinates assigned transportation improvement or capital improvement projects, such as Lewis Road project, as assigned.
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of the City's comprehensive plan, Georgia Planning Act, Georgia DCA minimum standards, and ARC regional policies.
- Knowledge of CDBG program policies and procedures.
- Knowledge of recreational planning guidelines.
- Knowledge of impact fee statutes.
- Knowledge of financing tools.
- Knowledge of development regulations concerning land use and environmental matters.
- Knowledge of SPLOST, intergovernmental and contractual agreements and provisions.
- Knowledge of general office equipment.

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- Skill in dealing tactfully and courteously with the general public.
- Skill in verbal and written communication.
- Ability to analyze and solve problems.
- Ability to handle multiple interruptions, adjustments to priorities throughout the day and meet critical deadlines.
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel, and the general public.

Supervisory Controls: Work is assigned by the Planning Director according to department and City goals. The Planning Director has direct supervision of this position. Work is spot-checked while it is being done and after it is completed to check for accuracy.

Guidelines: Guidelines include land use laws, planning principles, state and federal transportation guidelines, City codes and ordinances, UDC, and standard research and funding source guidelines. These guidelines are somewhat general, but most are specific, requiring minimal judgment in application.

Complexity: The position consists of varied analytical and technical tasks

Scope and Effect: The purpose of this position is to facilitate the implementation of updates to the comprehensive plan to meet minimum state requirements as well as City goals and objectives for growth management. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for City residents, and affects the image of the City.

Personal Contacts: Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, elected officials, and City, county, state and federal officials.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve problems and provides services.

Physical Demands: The employee is regularly required to use hands to handle, feel or reach. Work requires some lifting up to 25 pounds. The employee must be able to distinguish between color.

Work Environment: The work is typically performed in an office, but this position may require outdoor meetings and assessments at project sites.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

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Bachelor's degree in Urban Planning or related field; AICP preferred; one (1) year of experience in local government planning or related area; equivalent combination of education and experience.