

Job Title: Planning & Zoning Administrator/GIS Technician

Job Summary: This multi-faceted position administers zoning and subdivision regulations, the primary tools used by the City to guide City objectives to accomplish stated goals; assists with 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 implementation of various enhancement projects throughout the City; assists with updating and developing maps using GIS and Auto CAD systems; and coordinates and administers the land development process. Work is performed under the direct supervision of the Community Development Director.

Major Duties:

- Administers City zoning ordinances.
- Prepares amendments to UDC; updates UDC; receives and processes public inquiries concerning UDC.
- Updates and maintains official City maps.
- As directed, conducts site visits for construction areas.
- Maintains official files relating to zoning administration and ordinances.
- Coordinates with Code Enforcement Officers and Licenses & Permits Coordinators on City zoning administration issues.
- Completes all development plan reviews.
- Serves as staff member for the Planning & Zoning Commission; attends meetings and public hearings; coordinates preparation of staff reports on proposed actions; submits meeting minutes; coordinates notice and posting requirements.
- Processes applications for zoning proposals; reviews plats and plans against zoning stipulations on conditions applicable to sites; conducts site visits.
- Maintains annual statistics on land use, housing and new development.
- Coordinates zoning verification and certification; determines proper zoning classification; reviews zoning files to determine applicable stipulations.
- Administers annexation applications; processes applications for completeness and consistency with governing regulations; coordinates with other City departments regarding provision of services for annexed properties. Corrects, updates and maintains maps and other cartographic data utilizing the City's CAD and GIS capabilities.
- Prepares graphic displays, maps and photographs for citizens and City departments.
- Identifies future GIS and Auto CAD mapping needs and suggests new projects.
- Tests and evaluates new systems and programs; maintain and install upgrades to existing systems. Analyze, diagnose and troubleshoot software and hardware problems.
- Using GPS handheld unit, identifies city locations that are beneficial to the mapping system; downloads information from handheld unit into GIS or Auto CAD format.
- Assist with Citywide GIS and Auto CAD tasks.
- Assists with the City comprehensive plan updates as assigned.
- Assists with the development of the solid waste management plan;
- Coordinates applicable park and ride or transit issues.

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- 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.
- 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 capital improvement projects.
- Performs other related duties as required.

Knowledge Required by the Position:

- Knowledge of comprehensive and current planning principles, policies, procedures, techniques, and their implications.
- Knowledge of local and state ordinances and laws and Uniform Development Code (UDC).
- Knowledge of City and departmental policies and procedures.
- Knowledge of intergovernmental agreements and provisions.
- Knowledge of geography of City.
- Knowledge of procedures for site plan, preliminary plat and final plat review and approval.
- Knowledge of general design requirements and review procedures; knowledge of historic property design guidelines.
- Knowledge of general office equipment.
- Skill in oral and written communication.
- Skill in analyzing and interpreting maps.
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes.
- Ability to research public records, interpret and apply information appropriately.
- Ability to handle multiple interruptions, adjustments to priorities throughout the day
- Knowledge of the operation, maintenance and installation of computer, GIS, Auto CAD and GPS software applications.
- Knowledge of mapping principles, database management, map automation and analysis.
- Knowledge of data base and file management systems.
- Knowledge of information processing, system development process, data management, records storage and access methods.
- Knowledge of laws and regulations applicable to information storage, input and reporting in assigned program areas.
- Knowledge of computer hardware capabilities and operations.

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- Knowledge of surveying techniques.
- Ability to analyze and diagnose problems as well as research and interpret codes, regulations, standards, plans and specs, legal descriptions, and various governmental documents.
- Ability to analyze, diagnose, and resolve software problems; analyze hardware problems and assure efficient resolution through vendors.
- Ability to read, understand and interpret complex, technical information.
- 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 development regulations concerning land use and environmental matters.
- Knowledge of SPLOST, intergovernmental and contractual agreements and provisions.

Supervisory Controls: Work is assigned by the Planning/Community Development Director according to department and City goals. The 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, Georgia Planning Act, Zoning Procedures law, state and federal regulations, intergovernmental agreements, subdivision regulations, development standards and regulations; City codes and ordinances and UDC. 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 administer zoning and subdivision regulations for existing and future development in the City to meet the City's goals and objectives for growth management; coordinate and administer the development plan review process; facilitate the implementation of updates to the comprehensive plan to meet minimum state requirements as well as City goals and objectives for growth management; and ensure the City's Zoning and Future Land Use mapping needs are met through efficient and effective GIS and Auto CAD computerized systems and operations. Successful performance helps ensure the orderly development of the City to positively affect the quality of economic opportunity for City residents and image of the City.

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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.

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:

Bachelor's degree in Urban Planning or related field; three years of experience in local government planning or related area, zoning, GIS mapping, and plan review; equivalent combination of education and experience.