

TITLE: Assistant Planning Director

PZ/2

DEPARTMENT: Planning and Zoning, Fayette County

JOB SUMMARY: This position assists in directing the operations of the Planning and Zoning Department.

MAJOR DUTIES:

- o Directs community development programs designed to regulate growth and development in the county.
- o Identifies, develops, and implements projects involving physical planning for the county.
- o Manages and coordinates planning and zoning activities.
- o Oversees various projects and activities.
- o Represents the department on various boards and authorities
- o Maintains contact with professional groups, neighborhood organizations, and public interest groups.
- o Directs the preparation of physical development plans.
- o Directs the preparation of grant applications.
- o Supervises and trains staff.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard management and supervisory practices.
- o Knowledge of planning procedures and policies.
- o Knowledge of county ordinances and regulations.
- o Knowledge of Geographic Information Systems (GIS).
- o Knowledge of computers and job related software programs.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.

- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Community Development Division Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include the zoning ordinance; other local ordinances; sign ordinance; state planning requirements; state rules, regulations, and guidelines; regional and state planning and plan review procedures; transportation planning, engineering, and traffic safety and design guidelines; and other appropriate guidelines. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied management, supervisory, and technical planning duties. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to assist in directing the functions of the Planning and Zoning Department. Success in this position contributes to the positive growth and development of Fayette County.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, appointed officials, planning and engineering officials and staff from neighboring jurisdictions or regional, state, and federal agencies, members of professional associations, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; motivate and influence persons; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Zoning Administrator (1), Zoning Coordinator (1), Zoning Technician (1), and Administrative Secretary (1).

EXEMPT/HIPAA

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.