

TITLE: Zoning Technician

PZ/5

DEPARTMENT: Planning and Zoning, Fayette County

JOB SUMMARY: This position oversees the submittal and distribution of rezoning requests, variances, preliminary plats, final plats, and site plans.

MAJOR DUTIES:

- o Provides customer service to citizens, builders, developers, and engineers regarding zoning issues; provides information regarding zoning districts and permitted and conditional uses and requirements; provides information and assistance concerning the zoning ordinance, the sign ordinance, development regulations, and subdivision regulations.
- o Provides administrative support to the Zoning Coordinator, the Planning Commission, and the Zoning Board of Appeals; prepares agendas and applications for distribution to Board members; prepares required legal notices of rezoning, variance, and administrative appeals; prepares signs for property posting; attends meetings; records, transcribes, and distributes minutes.
- o Accepts, verifies, and logs applications for final plats and nonresidential site plans and distributes for review; prepares zoning compliance forms for nonresidential site plans.
- o Maintains logs and ledgers concerning applications for final plats and nonresidential site plans; maintains files for all rezonings, final plats, site plans, preliminary plats, variances, sign permits, trailer permits, and conditional use permits.
- o Maintains record of all monies received and maintains accurate deposit records.
- o Maintains user fee schedule; collects and records all application fees.
- o Assists with canvassing; prepares paperwork for fingerprinting and photo cards; issues licenses and collects appropriate fees.
- o Approves and issues sign permits; approves temporary trailer permits.
- o Assists in the processing of residential building permits.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of zoning procedures and policies.
- o Knowledge of county ordinances and regulations.

- o Knowledge of computers and job related software programs.
- o Knowledge of modern office practices and procedures.
- o Skill in the operation of modern office equipment.
- 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 general instructions. The supervisor spot-checks completed work for accuracy, compliance with procedures and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include the county zoning ordinance, sign ordinance, development regulations, subdivision regulations, the Comprehensive Land Use Plan, the county code, and alcoholic beverage regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related technical duties in support of the department's zoning operations. Strict regulations contribute to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to perform technical duties in support of the department's zoning operations. Success in this position contributes to the positive growth and development of Fayette County.

**PERSONAL CONTACTS:** Contacts are typically with elected and appointed officials, co-workers, developers, contractors, and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information; resolve problems; and provide services.

**PHYSICAL DEMANDS:** The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

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

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None.

**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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- 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.