



# CITY OF DAWSONVILLE

## PLANNING DIRECTOR

PZ/1  
Exempt  
7400 General

### JOB SUMMARY

Plans, coordinates and directs all planning and zoning related projects in the City.

**DEPARTMENT DIRECTOR RESPONSIBILITIES:** (All department directors are responsible for the overall efficient and effective operations of their departments, more specifically as outlined below.)

- Responsible for the direction, planning, organization and scheduling of work for the Department.
- Interviews, makes hiring recommendations, and evaluates performance of subordinates.
- Directs, reviews, and provides feedback to subordinates.
- Develops and administers departmental budget, monitors expenditures to ensure compliance with City policy.
- Develops departmental goals and objectives and monitors performance as compared to goals.
- Responsible for keeping the City Manager apprised of departmental operation and trends present in the department.

### MAJOR DUTIES

- Manages all department operations to include city-wide planning, zoning, and building inspections.
- Plans, manages and administers planning and zoning and code enforcement budgets.
- Plans, organizes, assigns, directs and reviews the activities of professional, technical and clerical personnel in the compilation, analysis and interpretation of data and in the preparation of reports and recommendations affecting community planning, development and zoning.
- Establishes policies for the administration of zoning, building and site inspections.
- Makes recommendations to the City manager regarding planning and zoning matters.
- Prepares work budgets and programs for the department and ensures compliance with approved budgets.
- Consults with citizens, department heads and other officials of municipal, county, state and federal governments in order to coordinate all phases of community development.
- Attends City Council, Planning Commission and other meetings.
- Reviews sites plans and zoning requests.
- Reviews development plans for compliance with codes and ordinances.
- Prepares updates to city maps.
- Reviews special exceptions and variance applications to zoning.
- Maintains city comprehensive plans and other long-range planning documents.
- Participates in zoning appeals.
- Supervises and participates in the preparation of zoning ordinances and maps and in the revision of such ordinances and maps.
- Serves as technical advisor to the City Council, City Manager and department heads on planning and zoning issues.
- Represents the City Manager on the Planning Commission at meetings and with public and private groups.
- Responds to and resolves citizen complaints.
- Oversees adherence to soil and erosion standards.
- Secures and manages grant funding.
- Reviews residential and commercial plans for permitting; ensures compliance with codes and zoning requirements; verifies proper contractor and subcontractor licensing; verifies flood zone requirements.
- Performs residential and commercial building, electrical, mechanical and plumbing inspections.

- Reviews permits and plans for other construction projects, including fence permits, change of occupancy/exiting building permits, pool permits, irrigation permits, electrical upgrade permits, mechanical change out permits, addition permits, and accessory building permits; conducts related inspections.
- Assists the public with code and zoning related questions.
- Responds to citizen complaints and concerns.
- Attends pre-construction meetings.
- Maintains applicable certifications.
- Figures permit, tap and connection fees.
- Reviews flood elevation certificates for completion and compliance.
- Receives and organizes daily inspection requests.
- Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of best planning practices.
- Knowledge of city codes, ordinances, and comprehensive plans.
- Knowledge of the Georgia Zoning Procedures law.
- Knowledge of plan review principles.
- Knowledge of construction inspection principles.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The City Manager assigns work in terms of department goals and objectives. Review of work through performance evaluations, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include the City Charter, Code of Ordinances, policies and procedures, state and federal law, Corps of Engineers standards, and Federal Emergency Management Agency guidelines. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management, administrative, and supervisory duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to direct the city's planning and zoning functions. Success in this position contributes to the provision of a well planned, safe and healthy environment for the general public.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed officials, architects, engineers, contractors, developers, and the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over the Zoning Administrator, Building Inspector, Code Enforcement Officer, Permit Technician, Business Licensing and Erosion Control.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.

### **LICENSE AND CERTIFICATIONS**

- Valid Class C Driver's License.
- Must have and maintain a satisfactory Motor Vehicle Record (MVR).

### **SALARY RANGE**

Based on level of qualifications and experience.