



JOB DESCRIPTION

General Description

The purpose of this class within the organization is to manage the daily operations of the Planning & Zoning Department.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Establishes department goals and objectives; assists with budget related activities; monitors expenditures under the current budget; assists with researching and resolving zoning, annexations, variances, land use, and historic preservation issues.
- Maintains and updates the City's Comprehensive Plan.
- Performs current and long-range planning tasks concerning growth management, annexation, transportation planning, preservation of open space, etc.
- Reviews preliminary plats, construction plans and survey plats for conformance to policy and code.
- Meets with citizens and answers questions regarding adopted codes, rezoning applications, historic preservation, appeals process, ordinances and related procedures; interprets zoning ordinance and development regulations.
- Develops/compiles meeting notices, agendas and information packages for the Planning Commission, Historic Preservation Commission and the Board of Zoning Appeals, including writing legal advertisements, developing and placing public notice signs on subject properties, notifying property owners involved, conducting waiver analysis as necessary and composing staff analysis/position on each agenda item.
- Attends Planning and Zoning Committee meetings; discusses future plans and goals for the Community; reviews synopsis for rezoning items, prepares any necessary changes to take to Committee meeting and Council.
- Directs the Community Home Investment Program (CHIP) which involves solicitation of grant writing services for grant application preparations, housing rehabilitation, down payment assistance, relocation, acquisition, administration, loan closings, bid preparation, and approval or denial of application.
- Represents the Department; provides presentations to community groups, developers and other interested parties concerning department programs and services; responds to inquiries and/or complaints from citizens and other parties concerning zoning matters, appeals, annexations, sub-divisions, landscaping, transportation and other Department services/programs; directs the annexation of property into the City, which involves ensuring notices are sent to the County, Codes are followed, zoning requirements are met, and public

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hearing is conducted at Council meetings.

- Directs the Community Development Block Grant (CDBG) program, which involves solicitation of grant writing services for grant application preparation, acquisition/relocation, rehabilitation, reconstruction, public facilities and improvements, removal of architectural barriers, clearance and demolition, code enforcement, planning and administration.
- Chairs and/or serves on a variety of committees/boards which plan and govern planning & development programs and services, including Planning and Zoning Commission, Board of Zoning Appeals, Historic Preservation Commission, Tree Board and the Revolving Loan Fund Review Committee; researches and discusses issues, fosters consensus and decision making; develops plans for projects, services and programs; and ensures applicable governing policies, procedures, notification requirements, etc. are adhered to; prepares necessary documentation to include amendments, plans, notices, etc. and distributes as appropriate.
- Researches planning issues and coordinates with other planners and agencies as needed.
- Researches and prepares zoning and development regulations amendments.
- Researches and provides zoning certifications and zoning compliance letters.
- Responsible for updating and maintaining the City's official zoning maps and future land use maps.
- Makes presentations to the Planning Commission, Historic Preservation Commission, and the Board of Zoning Appeals.
- Monitors CDBG, CHIP, and TE projects in progress; monitors disbursement of funds and escrow accounts; coordinates leverage loans for rehabilitation work.
- Attends various meetings, serves on committees, makes presentations as needed; schedules and attends Public Hearings and neighborhood meetings; and acts as mediator for appeals on behalf of the homeowners and contractors.
- Communicates with City Manager, employees, City officials, other departments, the public, state and federal agencies, outside agencies, service providers, and other individuals as needed to coordinate work activities, review status of work in progress, exchange information, resolve problems, and/or give/receive advice and/or direction.
- Ensures compliance with all applicable ordinances, laws, rules, regulations, standards, policies and procedures and initiates any action necessary to correct any deviations or violations.
- Provides staff assistance to City boards & commissions as identified.
- Performs activities related to the implementation of the City's Urban Redevelopment Plan, and the coordination of the plan once implemented.

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City of Americus, GA



Title: Director, Planning & Zoning
Class Code: 2204

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Minimum Education and Experience Requirements:

Requires a Master's Degree in a professional or scientific field such as Civil Engineering, Urban Planning, Architecture or closely related field; Requires six years of experience in municipal planning management or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

Unavoidable Hazards (Work Environment):

None.

Special Certifications and Licenses:

AICP designation is a plus

Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: _____ Date: _____

Manager: _____ Date: _____

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