



Principal Planner

Planning and Development

JOB SUMMARY

Assists with directing and implementing the city's planning and development operations.

MAJOR DUTIES

- Analyzes development-related data and plans; prepares recommendations on variances and special use permit requests.
- Makes recommendations to the City Planning Board and City Commission on requests for major subdivisions of land, special use permits, developments of significant impact, rezoning of land, and minor and major amendments.
- Reviews and makes recommendations for zoning verification and occupational licenses.
- Ensures the efficient and timely processing of all zoning related applications.
- Assists in preparing and administering annual planning grant applications; updates plans for compliance with federal, state and other applicable regulations.
- Coordinates activities with other agencies related to the enhancement of the city and potential economic development opportunities.
- Monitors and provides assistance to the Historic Preservation Commission and the Planning and Zoning Board.
- Responds to planning-related inquiries from the general public and other agencies and organizations.
- Prepares amendments for code compliance; prepares maps and graphic presentations.
- Coordinates activities with other agencies related to the request for proposals and corresponding completed plans and bids.
- Facilitates and provides input pertaining to neighborhood planning initiatives, sites and master plans and design guidelines.
- Participates in the comprehensive planning development and revision process.
- Performs fieldwork and research for both current planning and comprehensive planning.
- Supervises planning and technical staff in the absence of the Director.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of comprehensive planning, zoning and transportation planning principles.
- Knowledge of grant writing and administration.
- Knowledge of state planning laws and applicable federal regulations.
- Knowledge of zoning, code regulations and the Comprehensive Plan.
- Knowledge of computers and job related software programs.
- Skill conducting research and analysis of planning-related information.
- 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 Planning and Development 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 Unified Development Code, the City of Griffin Code, the city's comprehensive plan, grant procedures, city personnel policies, and relevant state and federal laws. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and administrative duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to assist in directing the city's planning and development operations. Success in this position results in the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, architects, engineers, contractors, developers, urban and regional planners, business owners, representatives of state and federal agencies, and members of 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, or stooping.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has indirect supervision over Tax and License Administrator (1), Building Plans Coordinator (1), and Administrative Coordinator (1), in the absence of the Director.

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.
- Three (3) to five (5) years of experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems.
- Certification by the American Institute of Certified Planners (AICP) is highly desired.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.