

Director of Planning, Zoning, and Community Development

Grade: DOQ

Reports to: County Administrator

Department: Planning and Zoning,
and Community Development

Classification: Exempt

Date Approved:

Job Summary: This position consists of supervising building inspection, code enforcement, planning, zoning, business license, E&S control, and all associated duties. This position requires the adherence to county policies and procedures related to planning, zoning, building inspection, and other duties.

Essential Functions:

Serve as County Planner and Zoning Director and is responsible for development and implementation of polices and procedures related to planning and zoning.

Recommend and assist in the development of subdivision regulations, land use, and other related ordinances and regulations.

Develop an office budget and manage to effectively deliver department services.

Develop plans to ensure compliance with county ordinances and codes as needed.

Review new building and subdivision plans to ensure that proposed development and construction meets the codes and regulations of Meriwether County. Coordinate all subdivision planning with the County Departments.

Amend existing zoning ordinances when necessary and develop new ordinances as needed for approval by the Board of Commissioners.

Review plans and issue permits for new commercial/industrial projects to assure compliance with all County rules, codes, and regulations.

Provide information to citizens, developers, surveyors, engineers, and general public concerning County codes and regulations.

Ensure that zoning maps, county codes, and all other rules and regulations of the department are accurate and properly maintained.

Review applications for rezoning to verify current land use and evaluate proposed future use.

Prepare timely report for review by the Planning and Zoning Commission and Board of Commissioners. Report shall include department analysis and recommendations.

Maintain office records, maps, and codes through use of GIS and other technology.

Supervise building inspectors and assist on special projects. Communicate with other departments in the development and implementation of department policies and procedures.

Facilitate a long-range planning effort by providing an update to the comprehensive plan every ten years, and annual review of short-term work programs.

Assist in reviewing and updating Service Delivery Strategy as needed.

Manage department staff in the preparation and maintenance of office reports and records.

Work with all County departments to share information to more effectively manage County operations

Work with all local governments, Regional Commissions, and other state and local agencies on matters related to duties and responsibilities of this department.

Represent Meriwether County in court and hearings as necessary for enforcement of county codes and regulations.

Represent Meriwether County in State, local, and regional meetings as necessary.

Assist local municipalities with code enforcement and building inspections as assigned.

Additional Responsibilities

This job is a department director position with management, budgetary, and supervisory responsibilities.

Responsible for issuing and managing business licenses for Meriwether County.

Responsible for management, permitting, and enforcement of timber harvesting.

Any other related responsibilities.

Knowledge, Skills, & Abilities Required for Job Performance:

College degree in Planning or related fields and 5 years related experience.

Knowledge of County zoning, subdivision and land use regulations, county demographics, and erosion control requirements.

Ability to analyze development trends in Meriwether County and knowledge of zoning and land use maps, and Comprehensive Plan. Knowledge of GIS software and other computerized applications used for updating and maintaining records and zoning maps.

Knowledge of variance application process.

Ability to manage permitting process for new construction, including building inspections to assure compliance with adopted building codes.

Ability to analyze data, research the associated issues and concerns, and make a sound defensible recommendation.

Ability to communicate effectively, both orally and in writing. Ability to speak and write in the English language and prepare detailed reports.

Ability to establish and maintain an effective working relationship with elected officials, supervisors, department heads, other employees, agencies, and the general public.

This position requires a valid driver's license.

Working Conditions/Physical Demands:

Work is generally done in an office setting but will require inspections and visits to locations outside the office. This position requires the employee to sit, use electronic communication equipment, stop, bending, crouching, climbing ladders, and often riding in various vehicles. This position may require lifting items up to 50 pounds without accommodation. This position requires the operation of a motor vehicle. This position requires that the employee be in good physical condition to post signs, perform site inspections, and ensure that zoning ordinances are followed. This position may require a physical examination.