

JOB SUMMARY

This position is responsible for managing the building and zoning developments within the city.

MAJOR DUTIES

- Informs public of zoning and business license ordinances via phone, email, and office visits.
- Informs the public of building codes and requirements and development requirements.
- Distributes, reviews, and processes permit applications.
- Distributes, reviews, and processes business license applications; processes and reviews renewals.
- Distributes, reviews, and processes sign permit and zoning applications.
- Serves as secretary to planning commission.
- Serves as secretary to tree board.
- Informs and administers tree ordinances.
- Coordinates pre-development meetings for commercial developments.
- Informs the public of development and subdivision regulations.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of zoning ordinances and any legal updates.
- Knowledge of business license ordinances.
- Knowledge of building codes and development codes.
- Knowledge of sign ordinances.
- Knowledge of re-zoning process.
- Knowledge of report writing.
- Knowledge of main street program requirements and code enforcement.
- Knowledge of development and subdivision regulations.
- Skill in preparing agendas and taking minutes.
- Skill in organization.
- Skill in computer operation.
- Skill in oral and written communications.
- Skill in time management.

SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include zoning ordinances, business license ordinances, sign ordinances, tree ordinances, subdivision regulations, building codes and regulations, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied community development management duties. Time-consuming work contributes to the complexity of the position.
- The purpose of this position is to ensure proper land use activity through zoning and development regulations. Successful performance helps ensure the health, safety, and general welfare of citizens.

CONTACTS

- Contacts are typically with contractors, developers, citizens, Chamber of Commerce, Code Enforcement, and Main Street Program.
- Contacts are typically to give or exchange information; to provide services; and to resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table and intermittently sitting, standing, or stooping.
- The work is typically performed in an office, library, or computer room.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Code Enforcement (1) Customer Service Representative (1).

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field required.
- More than two years of related experience required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- At least 1 ICC Certification.