



**City of Duluth
3167 Main Street
Duluth, Georgia 30096
(770) 476-3434**

JOB DESCRIPTION

JOB TITLE: **SENIOR PLANNER**

DEPARTMENT: Planning and Development

SUPERVISOR: Planning and Development Director

DATE: July 11, 2015; updated May 15, 2017

EEO CATEGORY: 03 - Technician

EEO FUNCTION: 10 – ~~Planning and~~ Community Development

FLSA: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

This position acts as the lead staff reviewer on planning issues for the City of Duluth involving annexation, zoning and variance issues including but not limited to ordinance amendments, special use permits and conditional use permits; grants; and community development issues. Duties and responsibilities include but are not limited to, preparing studies and staff reports, preparing presentations for board meetings and delivering presentations, and in general assist developers, engineers, other related professionals and the general public with zoning related issues and questions and performs additional tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prepares agenda items for the Department:
(50%)
 - Coordinates all activities associated with the Planning Commission and Zoning Board of Appeals
 - Prepares text amendments for various codes and ordinances when necessary
 - Handles requirements of State annexation law on legal notifications
 - Prepares PowerPoint presentations and conducts presentations to the Planning Commission and as needed to the Zoning Board of Appeals and City Council
 - Completes special projects as directed by the Planning and Development Director
 - Assists in the evaluations of Developments of Regional Impacts (DRI's), Metropolitan River Protection Act (MRPA) reviews and coordinates the City's response to the State agencies and the Atlanta Regional Commission(ARC)
 - Coordinates projects with other departments and state agencies
 - Prepares and makes presentations to the public (civic associations, homeowner associations, professional group, etc.)
 - Responds to professionals and citizenry questions
 - Attends Planning Commission and Zoning Board of Appeals meetings
 - Attends Council meetings when requested

- Performs other related duties as directed, required, or which are obvious including:
(50%)
 - Assists in updating the City's Comprehensive Plan
 - Coordinates all development and building review applications
 - Assists in coordinating information with the economic development division
 - Researches and prepares amendments and updates to all planning related documents
 - Attends professional meetings, seminars and training classes
 - Assists other staff members in providing support to the Planning Commission and Zoning Board of Appeals
 - Assists and guides front office personnel in the absence of the Planning and Development Director or when needed
 - May prepare Requests for Proposals (RFP's); coordinates projects with consultants, engineers and prospective bidders on grant related items

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws; local ordinances; City and Departmental policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Makes positive suggestions for improvement
4. Performs other related duties and functions as assigned, required, or directed, or which are obviously necessary, readily apparent, or related to other duties and responsibilities
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Wears acceptable and clean clothing/uniform
13. Demonstrates acceptable personal hygiene and grooming
14. Demonstrates appropriate decision making/problem solving ability
15. Follows chain-of-command

PERIPHERAL DUTIES:

None.

SUPERVISION RECEIVED:

Work is performed independently under the general guidance, direction and supervision of the Planning and Development Director or other specified supervisor.

SUPERVISION EXERCISED:

May provide assistance related to Planners, Geographic Information System (GIS), Code Compliance Divisions and Plan Review, as required or directed.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age, and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

- Bachelor's degree in urban planning, environmental design or related field from an accredited college or university required; Master's degree in an appropriate field preferred.
- Four years of professional-experience in planning, community development, or related work.
- Professional certification with the American Institute of Certified Planners (AICP) is preferred.
- Spoken/written fluency in a foreign language is beneficial, particularly Spanish, Korean, or Chinese.

Other Requirements:

Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. Possession of a valid Georgia Driver's License (Class C) is required within 30 days of hire, and must be maintained throughout employment
2. Acceptable Motor Vehicle Record (MVR)
3. Take and pass a drug screening test

TOOLS AND EQUIPMENT USED:

- Computer hardware, particularly desktop/laptop personal computer, printer, scanner
- Computer software including Microsoft Office Suite (Word, Excel, PowerPoint) and other software, knowledge of GIS software
- Audio-visual equipment, including digital camera, video camera, and projector
- Calculator
- Telephone, fax and copy machines
- Cell phone
- Shredder
- Automobile
- Maps, plats, and site plans

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level". Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge Required:

Knowledge of principles and practices of urban, regional and community planning

Knowledge of terminology and methodology used in the planning profession

Knowledge of principles and techniques of economic and industrial development

Knowledge of City of Duluth, Gwinnett County, and State of Georgia development regulations, ordinances, zoning and land-use policies

Knowledge of applicable City codes and ordinances, geographical layout, zoning classification, and definitions, including the Unified Development Code

Knowledge of governmental regulatory codes and construction methods pertaining to infrastructure development and building construction

Knowledge of basic techniques of residential and commercial construction and construction management

Knowledge of personal computers, general use software (word processing, spreadsheet, presentation, publishing, etc.); financial software, and GIS

Knowledge of applicable Federal, State, County, and City laws, ordinances, rules and regulations (including Georgia Open Records and Open Meetings requirements)

Knowledge of City and Departmental policies, procedures, directives, rules and regulations

Knowledge of the geography, road network, public buildings, and emergency facilities of the City

Skills Required:

Skill in the effective, efficient, and safe use of all tools and equipment used in the performance of their job

Skill in writing legibly

Skill in proofreading

Skill in driving vehicles under routine conditions, including driving in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, and snow

Abilities Required:

Ability to plan, organize, and effectively present ideas and concepts to individuals and groups

Ability to assimilate information from a variety of sources (included internet, printed, etc.), analyze information, and recommend courses of action

Ability to analyze data; and to interpret and prepare accurate reports and records

Ability to maintain accurate and detailed reports and records

Ability to operate all tools and equipment in an efficient, effective, and safe manner

Ability to carry out duties according to Federal, State, County and City laws, ordinances, and administrative regulations; city and departmental policy, procedures, directives, rules and regulations; and external directives

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to communicate clearly and effectively with people in a courteous, tactful, and fair manner under all conditions

Ability to speak in front of various groups and make presentations; such as City Council Meetings, Planning Commission, Zoning Board of Appeals, Homeowner Association, etc.

Ability to provide information and explanations regarding the City government to the public

Ability to handle difficult situations in an effective, safe, timely and legal manner

Ability to read, speak, write and spell using standard American English grammar

Ability to prepare routine correspondence and write clear, complete, concise, accurate, comprehensive and effective reports in a timely manner

Ability to write and/or type orders, forms, reports, letters, memos and correspondence from long hand, rough draft, or oral instructions

Ability to recall and relate details of incidents in order to prepare written reports and present information to concerned parties

Ability to perform mathematical calculations with speed and accuracy

Ability to prioritize and handle multiple tasks in an effective, efficient manner in high pressure situations and under strict deadlines

Ability to communicate well and have the ability to work in problem resolution situations

Ability to work with a diverse constituency, and business and development community

Ability to understand and follow quickly and accurately, complex, oral, written, or demonstrated instructions and procedures

Ability to obtain information through observation and interview

Ability to give accurate directions

Ability to work well in a high-pressure, multi-tasked environment amid frequent interruptions and to redirect focus of attention to a task after an interruption

Ability to assign priorities to tasks and to reassign priorities as the situation and circumstances change

Ability to search for information from many various sources in order to respond to appropriate and relevant requests or to complete required duties

Ability to organize information for the employee's own use in their official capacity, and to present it to others for their use

Ability to analyze, plan and organize work

Ability to maintain records within filing systems (file management)

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors and managers, peers, Government officials, other city employees, developers, attorneys, business leaders, vendors, and the general public

Ability to meet and deal tactfully and courteously with property owners, citizens, developers, builders, City officials and the general public

Ability to work effectively as an individual and as a team member

Ability to work independently with minimal supervision

Ability to assert self appropriately

Ability to accept responsibility, acknowledge mistakes, and share successes

Ability to adapt to changes in work conditions

Ability to perform computer related functions

Ability to type accurately at a minimum of 35 words per minute

Ability to properly handle confidential information

Ability to successfully pass the hiring/promotional testing process as required for this position.

Ability to think critically, problem solve and make decisions

Ability to read and interpret engineering drawings

Ability to interpret applicable codes and ordinances, geographical layout, zoning classification, and definitions, including the: Zoning Ordinance, Sign Ordinance, and Development Regulations

Ability to read maps, plats and site plans

Ability to process information, applications and forms requiring accuracy, thoroughness and attention to detail

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites, which may entail climbing and walking through woods and land under development.

While performing the duties of this job, the employee is:

- frequently required to use hands to operate, finger, handle or feel objects, tools or controls; and to reach with hands and arms; involves hand-eye coordination
- frequently required to sit
- occasionally required to stand and walk
- frequently required to talk and hear
- occasionally required to climb or balance, stoop, kneel, bend, or crouch
- occasionally required to lift and/or move up to 25 pounds

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee primarily works in an office setting and occasionally in the field and outside in varying weather conditions and may occasionally be exposed to wet and/or humid conditions or airborne particles
- The noise level in the office work environment is moderately quiet, while outside work may vary from quiet to noisy
- Tasks may involve extended periods of time at a keyboard or workstation, or in meetings
- Travel and/or overnight stays may be occasionally required for assignments or training
- Must be able to work flexible and unusual hours

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.