

DIRECTOR OF PLANNING, ZONING, AND ENGINEERING

The purpose of this classification is to direct and manage provision of planning development services to Lee County, the City of Leesburg, and the City of Smithville, to include directing and development of comprehensive plans and development regulations and directing activities related to community development, planning, zoning, and code enforcement according to applicable codes, ordinances, regulations, and guidelines.

Represents County in meetings with federal, state, and local agencies at direction of County Manager.

Performs special assignments and special projects as assigned.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with staff, assists with complex/problem situations; provides technical expertise.

Interprets, explains, and ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Manager, Board of Commissioners, City Councils, government agencies, or other officials to review department operations/activities, review/resolve problems, receive advice/direction, and to provide recommendations; coordinates planning activities with other departments and outside agencies.

Directs planning administration activities; develops and implements long and short range strategic plans for overall development of the County and Cities; develops comprehensive plans for the County and Cities; schedules, monitors, and supervises research, project development, and presentation of planning studies; develops and administers Lee County Hazard Mitigation Greenspace Program.

Directs zoning administration activities; coordinates final approval of developments in the County; prepares staff recommendation reports for zoning requests, variance requests, and conditional use requests; reviews and signs approved subdivisions; provides maps, ordinances, and other County/City information to the public and outside agencies; coordinates County-wide enforcement, including court action; reviews land development

plans for compliance with zoning regulations, including landscape and parking requirements; reviews cell tower applications for the County and Cities.

Directs grant writing and special project administration; oversees and coordinates collection, analysis, and preparation of data projections; prepares a variety of reports for submission to federal/state agencies; prepares grant applications and administers approved grant programs; completes special projects as assigned.

Coordinates and oversees Planning Commission meetings;

Provides information and technical assistance regarding planning/zoning issues, comprehensive plan issues, code enforcement, future planning, procedures, documentation, fees, or other issues; responds to questions/complaints, researches problems, and initiates problem resolution.

Develops, updates, and implements departmental policies and procedures.

Prepares and submits departmental budget; monitors expenditures to ensure compliance with approved budget.

Coordinates the collection of data and preparation of administrative reports of activities, time/attendance records, or other information.

Prepares or completes various forms, reports, correspondence, performance evaluations, budget documents, applications, zoning reports, grant documents, charts, graphs, or other documents.

Receives, reviews, completes, processes, forwards or retains, as appropriate, various forms, reports, correspondence, logs, time sheets, job applications, purchase orders, invoices, budget reports, subdivision plats, construction plan reviews, rezoning applications, conditional use applications, variance applications, wireless communications facilities applications, building permit applications, streetlight installation applications, codes, ordinances, maps, policies, procedures, manuals, directories, reference materials, or other documentation.

Operates a motor vehicle, personal computer, general office equipment, spreadsheets, database, desktop publishing, digital imaging, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with employees, other departments, County Officials, City Officials, state/federal agencies, attorneys, appraisers, developers, builders, surveyors, financial institutions, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and make presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Prefer Master's degree in Planning, Engineering, Public Administration, or closely related field, supplemented by five (5) years previous experience and/or training that includes progressively responsible comprehensive planning, community development, zoning administration, site plan review, land use planning, civil engineering, regulatory compliance, budget administration, site plan review, land use planning, civil engineering, regulatory compliance, budget administration, management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid American Planning Association certification, Georgia Planning Association certification, and Georgia Association of Zoning Administrators certification. Must possess and maintain a valid Georgia driver's license.

SALARY RANGE AND GRADE

Director of Planning, Zoning, and Engineering is a grade 29 with a salary range of \$51,364.00 to \$82,113.00. Salary is negotiable based on education and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division of organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

For more information on this position www.lee.ga.us or contact:

Brandy Hoey
HR Director
Lee County Board of Commissioners
102 Starksville Ave N.
Leesburg, Georgia 31763
(229) 759-6000