



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## COUNTY PLANNER

DAWSON COUNTY PLANNING AND DEVELOPMENT

Full-Time/Hourly/Non-Exempt

### JOB SUMMARY

This position is to utilize discretionary authority in the review of various development applications for compliance with County Codes and Ordinances and to perform the preparation of and revisions to the comprehensive plan and related long-range planning documents. This position creates a vision of transportation systems and land use policy that considers transit, alternative transportation, future corridor preservation, freight planning, bicycle and pedestrian planning and Intelligent transportation systems as well as land use issues.

### ESSENTIAL DUTIES

- Contributes to the maintenance and update of the County's comprehensive planning documents in conformance with the Minimum Planning Standards of the State of Georgia.
- Performs research, data collection and analysis pertaining to long range planning; including but not limited to the comprehensive plan, the green space plan, the short-term work program, sub-area plans, historic preservation, capital improvement programming, transportation planning, environmental protection, and economic development.
- Utilizes discretionary authority to interpret and apply County Codes, Comprehensive plan, ordinances, and regulations pertaining to zoning, land use, and site development; researches code related issues in code books as needed; initiates actions necessary to correct deviations.
- Reviews plans and development projects for changes or impacts to transportation conditions. Prepares reports and recommendations on zoning and other related requests.
- Performs all facets of professional transportation planning work, including but not limited to development, tracking and management of a wide variety of transportation studies, policies and ordinances.
- Performs professional level duties either working independently or as part of a project team. Integrates work with other agencies and departments as well as coordination with other regional planning efforts.
- Coordinate efforts with other agencies and departments including but not limited to County Engineer, Public Works Director, GDOT, GMRDC, etc.
- Responds to inquiries, requests, questions and problems from the Board of Commissioners, County Manager, Director or other government agency and the general public. May also make presentations to the Board of Commissioners and represent the Department at public hearings, civic meeting or other functions.

**KNOWLEDGE / SKILLS / ABILITY**

**KNOWLEDGE OF:**

- General knowledge of the development process both commercial and residential.
- Knowledge of state laws, local ordinances governing land use, and development and the construction process
- Extensive knowledge of the principles and practices of planning, zoning and land use.
- Ability to present information conveying the importance of preserving and protecting natural resources in a clear and convincing manner to a wide audience.
- Familiarity with trip generation, project level traffic volumes, travel demand models and highway capacity analysis
- Any combination of education, training, and experience that provided the required knowledge and skill is acceptable.
- Knowledge of the geography of the county including roads, streets, subdivisions, and waterway areas.

**SKILLED IN:**

- Skill in use of a personal computer and office related software.
- Skill in oral and written communication especially as it relates to diplomacy with the general public.

**ABILITY TO:**

- Ability to organize and manage multiple projects and priorities

**COMPLEXITY**

The work consists of varied clerical and administrative duties. The variety and number of programs and presentations contribute to the complexity of the work. Requires the ability to apply principles of leadership and to exercise independent judgment to apply facts and principles for development approaches and techniques to build consensus and resolve problems.

**CONTACTS**

Contacts are typically with co-workers, other county employees, emergency service agency representative, state officials, representatives of service and support agencies, business and property owners, developers, contractors and the general public.

**ADA MINIMUM REQUIREMENTS**

**Scope of Performance:**

The purpose of this position is to educate citizens concerning the local ordinances and regulations, as well as to proactively provide expertise to local governmental entities and the general public.

**Physical Ability:**

The work is typically performed while sitting in an office environment or outside. The ability to work in a variety of outdoor weather conditions is needed. The work is typically performed while sitting, standing, walking, and bending. Must be able to move or carry objects or materials; must be able to lift light and heavy objects, up to 25 pounds occasionally. Physical demand requirements are at levels of those for sedentary work.

**Environmental Factors:**

The work is performed in a variety of situations both indoor and outdoor and the employee may be exposed to dust, dirt, and machinery with moving parts, debris, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

The Director or designee assigns work in terms of general instruction. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with a Bachelor's degree in urban planning or a related field and 5-7 years of progressively responsible experience. A Master's Degree in Urban Planning or closely related field and/or American Institute of Certified Planners (AICP) certification is preferred.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_