



DAWSON COUNTY GOVERNMENT
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Dawsonville, GA 30534
(706) 344-3501

DIRECTOR OF PLANNING AND DEVELOPMENT
DAWSON COUNTY PLANNING AND DEVELOPMENT
Full-Time/Salary/Exempt

JOB SUMMARY

This position is responsible for organizing, planning, and managing the activities of the Planning and Development Department. Key services of the department include county licensing, design review, permitting, inspections, code enforcement and planning programs in order to ensure compliance with relevant construction, state and local codes. Duties include working with the Planning Commission, departmental representatives, elected officials, residents, other agencies and organizations, and community leaders regarding issues that are often highly sensitive and complex.

ESSENTIAL DUTIES

- Oversees the daily operations of the development administration, code enforcement, and licensing duties.
- Interprets and enforces county zoning and licensing codes and ordinances; makes administrative decisions concerning enforcement as provided by state law.
- Consults with and responds to inquiries from the builders, contractors, architects, and developers in order to assure the proposed construction will be in compliance with codes.
- Responds to requests for rezoning, variances and administrative variances.
- Manages Official calendars, agendas, minutes and materials for the Planning Commission.
- Responds to complaints and minor disputes.
- Ensures compliance with zoning and development regulations and overlay zoning and architectural regulations.
- Administers the daily operation of the County Comprehensive Plan and ensures compliance with the DCA minimum planning standards.
- Refines and drafts new Zoning Districts as necessary.
- Oversees the issuance of business licenses to ensure compliance with zoning regulations and county codes.
- Prepares and gathers information regarding statistical analysis, proposals, reports and special projects for the County Manager, Planning Commission, and Board of Commissioners.
- Hires personnel; trains, assigns, supervises and evaluates the work of department employees.
- Resolves employee's grievances.
- Provides technical assistance to the County Manager, County Attorney, and other department heads as requested.

- Works collaboratively with Engineering, GIS and Building Inspections to facilitate development.
- Attends meetings of the Board of Commissioners and Planning commission and provides recommendations and advice on agenda items related to building and zoning; implements policies and directives approved by the Board.
- Develops and implements long and short-range goals and objectives.
- Supervises daily operations of Building Inspections and methods and manner of issuing permits, certificates of occupancy, etc.
- Coordinates scheduling of inspections, issuance of stop work orders, citations for code violations, etc. Maintains records of such and prepares reports as necessary.
- Supervises, inspects, and evaluates work performed by developers and contractors on in-progress county funded, and private construction projects; ensures work meets specifications and complies with ordinances; communicates with developers and contractors regarding problems; sends violations notices, issues citations and warnings as needed, and testifies in court as necessary.
- Provides technical information and assistance to developers, contractors, and the general public pertaining to code interpretations, processes, and changes thereto.
- Works with other state and federal regulatory agencies and governmental departments to ensure the general public is following requirements.
- Reviews construction drawings and site plans, meets with developers, contractors, architect, and engineers to resolve problems concerning compliances with zoning codes and regulations and other local ordinances.
- Responds to inquiries, complaints, request, 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 meetings or other functions.
- Creates and influences the County's overall planning and development vision and goals, has direct input into County policies and procedures and serves as primary advisor to the County Manager and Board of Commissioners on planning and growth issues.
- Lead the county in regional activities relating to community development with an emphasis on securing grant funding from Federal, State and regional sources.
- Evaluates and defines the department programs, policies and budget proposals.
- Meets with developers to review plans for compliance with the County's vision and mission including the County's comprehensive plan. Works to integrate diverse projects within the overall objectives of the county.
- Oversees the enforcement of development related ordinance.
- Oversees the issuance of all types of permits issued by the department.
- Ensures continuous updates to County maps and other GIS functions.
- Performs current and long-range visioning and planning activities regarding growth management, transportation planning, annexations, code compliance and inspections.
- In conjunction with the Planning Director, maintains and implements the County's Comprehensive Plan.

- Facilitates inter-agency and inter-departmental projects which promote common vision and goals.
- Meets with federal, state, county and local officials on a regular basis to discuss projects and oversee long-range plans through completion. These agencies include, but are not limited to: Federal Emergency Management Agency, Department of Transportation, Department of Community Affairs, Department of Natural Resources and Regional Development Centers.
- Occasionally oversees contracting for various projects; bids out projects, reviews bids and negotiates with contractors as needed.
- Supervises all department employees directly or indirectly through other supervisors, including recruitment, selection, promotion, discipline and termination.
- Recognizes internal talent; mentors and coaches individuals in their careers.
- Sets goals and objectives for work performance and evaluates performance by examining work with an eye for promoting the overall goals of the county, and conformance to policies and procedures.
- Develops annual departmental budget and monitors expenditures and revenues to ensure compliance with adopted budget.
- Attends professional development workshops and conferences to stay abreast of development theory changes and economic development trends.
- Performs other related duties as assigned.

CONTACTS

- Contacts are typically with co-workers, other county employees, builders, general contractors, property owners, business owners, developers, attorneys, local elected officials, architects, design professionals, law enforcement, federal and state officials, surveyors, engineers, and general public.
- Contacts are typically to give or exchange information, provide services and information, motivate personnel, and resolve problems.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Methods and practices of civil engineering, code enforcement, and landscape architecture.
- Principles of management, supervision, training, and performance evaluation.
- Modern principles and practices of public administration.
- Federal, State, and County laws, local ordinances and construction and trade codes governing the zoning, permitting, planning and inspection process.
- The geography of the county, including roads, streets, subdivision, and zoned areas.
- Planning and zoning principles, techniques, and practices. General math skills and calculation of time on time records.
- Accounting and bookkeeping practices; budgetary processes and procedures.
- County and department policies and procedures.
- Geographic Information Systems (GIS).

SKILL IN:

- Analyzing problems; identifying feasible solutions; projecting consequences of proposed actions and implementing recommendations in support of goals.
- Personnel administration and in supervising and training others.
- Public speaking and interpersonal relations; to influence, motivate, advise and achieve support.
- Interpreting civil and architectural plans and maps.
- The use of modern office equipment.
- Communicating clearly, concisely, and effectively, both orally and in writing.
- Dealing with the public.

ABILITY TO:

- Select, manage, direct and coordinate the work of all office and field staff.
- Provide administrative support and professional leadership and direction of the Planning and Development Department.
- Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- Establish and maintain effective working relationships with staff, co-workers, elected officials, individual citizens, governmental agencies and departments, contractors, and vendors.
- Participate in long-range and strategic planning.
- Work effectively under pressure and deadlines with consistent interruptions.
- Effectively solve problems.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to enforce county zoning ordinances and provide administrative assistance for construction projects. Successful performance helps ensure the effective enforcement of zoning and ordinances and the quality of construction in the county.

Physical Ability:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching.
- Climbing: Ascending or descending ladders, stairs, using feet and legs and/or hands and arms.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.

- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Stooping: Bending body downward and forward bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading; including color, depth perception, and field vision. Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures; have visual acuity to operate motor vehicles and/or heavy equipment.
- Walking: Moving about on foot to accomplish tasks, particularly for moving from one area of the work site to another.

Environmental Factors: Essential functions are regularly performed in an office and outdoors, with possible exposure to adverse environmental conditions including inclement weather. Duties may occasionally involve exposure to noise, dust, and dirt requiring special precautions including protective clothing, such as masks, goggles or gloves.

Guidelines: Guidelines include county ordinances and resolutions, tree ordinance, zoning and development regulations, and relevant state laws. These guidelines require judgment, selection and interpretation in application. This position develops departmental guidelines.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The County Manager assigns work in terms of department goals and objectives. The employee works independently to organize staff and programs so the goals are met. The work is reviewed through reports, conferences, and observation of department activities.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in planning, public administration, architecture or a related field and associated professional license is required, a Master's degree is preferred.

- Five years of increasingly responsible experience related to the development approval process, including three years of management and supervisory experience; or an equivalent combination of education, experience, special qualifications and training which provides the required knowledge, skills and abilities necessary for the job.
- American Institute of Certified Planners (AICP) certification preferred.
- Applicant must possess a valid Georgia Driver’s License and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must 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: _____