



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

DEVELOPMENT SERVICES REPRESENTATIVE II

DAWSON COUNTY PLANNING AND DEVELOPMENT

Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Provide technical information and assistance to the public, professionals, and elected and appointed officials. Communicate effectively and courteously with the public, both verbally and in writing. Provide customer service to business owners, developers, contractors, surveyors, attorneys, and others in person, over the telephone, and via the Internet. A person in this position is assigned to perform duties in the Land Use Amendment processing, Land Use Review, or Occupational Licensing service category.

ESSENTIAL DUTIES

- Learn, explain, and enforce the Land Use Amendment section's policies, procedures, and functions.
- Understand and utilize the Dawson County Land Use Code.
- Receives and processes zoning and variance applications.
- Prepares and distributes information packets to internal departments, the Planning Commission, the Board of Commissioners, and others as directed.
- Review case applications to ensure completeness and accuracy.
- Review of Minor Plats
- Coordinates and tracks the exchange of information between other departments and agencies.
- Staff liaison to the Dawson County Planning Commission.
- Creates staff reports for variance requests; Maintains all land use amendment files.
- Attends Planning Commission meetings and records and distributes meeting minutes.
- Provides notification to applicants of Planning Commission decisions.
- Advises the general public regarding the zoning amendment processes.
- Provides information to the public regarding applications, either by telephone or in person.
- Issues Zoning Conformance Letters; Prepares reports as needed.
- Assists in the review of occupational licenses as necessary.
- Complete required International Code Council ICC training.
- Review residential land use/building permits for land use compliance.
- Performs other related duties as assigned.

ESSENTIAL DUTIES – LAND USE REVIEW

- Learn, explain, and enforce policies, procedures, and functions of the Residential Land Use section of the Code.
- Understand and utilize the Dawson County Land Use Code.

- Inspect residential site staking, location plans, and erosion control measures (BMPs).
- Perform plan or field check of residential and commercial projects for compliance with applicable codes.
- Inspect residential sites and final check for zoning stipulations and landscape requirements.
- Advises the general public regarding the development and permitting processes.
- Advises the homeowner/builder regarding the construction and inspection process.
- Advises the general public regarding the development and permit processes.
- Read County maps and understand zoning identification.
- Reviews Sign Permit Applications.
- Effectively and courteously communicate with the public both verbally and in writing.
- Comprehend and make inferences from written material and verbal and written instructions.
- Make mathematical calculations and draw logical conclusions.
- Assists in the issuance of building permits as necessary.
- Complete required International Code Council ICC training.
- Review residential land use/building permits for compliance.
- Reviews land use permits for compliance.
- Performs other related duties assigned.

ESSENTIAL DUTIES – OCCUPATIONAL LICENSING

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- Interpret and enforce occupational revenue/license ordinances.
- Ensure the county maintains compliance with the Georgia Immigration Reform Act.
- Updates County business records concerning business locations and licensing status.
- Works in partnership with the Georgia Department of Revenue License Compliance and Secretary of State's Office Researches records to determine compliance with licensing regulations or to resolve disputes with business owners.
- Identifies businesses that have not obtained proper licensing.
- Prepares routine correspondence to customers concerning their business licensing.
- Assists customers in person and on the telephone with license and fee inquiries.
- Learn and explain occupational tax and regulatory codes.
- Learn, explain, and enforce policies, procedures, and functions of the Occupational Licensing section.
- Understand and utilize the Dawson County Land Use Code.
- Read County maps and understand zoning identification.
- Comprehend and make inferences from written material and verbal and written instructions.
- Make mathematical calculations and draw logical conclusions.
- Assists in the processing of land use amendments as necessary.
- Effectively and courteously communicate verbally and in writing with the public under stressful circumstances.
- Complete required Georgia Association of Business Tax Officials training.
- Review applications to ensure completeness and accuracy.

- Proficiently use electronic communication and have good comprehension, summarizing, and writing/editing skills.
- Coordinates and tracks the exchange of information between other departments and agencies.
- Assists the Planning and Development Director with special projects and analyses as requested.
- Input data into and maintain licensing software.

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Land Use, Building, and engineering terminology and practices. Basic knowledge of site plans, construction drawings, and surveys. Dawson County Land Use regulations.
- GSWCC Soil Erosion Best Management Practices Microsoft Office products and other relevant technologies

SKILLED IN:

- Tactfully deal with upset customers, including those with limited knowledge of the building industry and its requirements. Proficiently perform computerized word processing, comprehension, summarizing, and writing/editing.
- Research and enforce the Georgia Administrative Code, as applicable. Make mathematical calculations and draw logical conclusions.

ABILITY TO:

- Organize and manage multiple projects and priorities.
- Establish and maintain effective working relationships with County staff and the general public.

COMPLEXITY

The work consists of related technical and organizational duties. The number of state and local guidelines to be followed contributes to its complexity. Guidelines include county ordinances, department policies and procedures, building and construction codes, zoning regulations, land use laws, and relevant state and federal laws. These guidelines are generally clear and specific but may require some interpretation in application.

CONTACTS

Contacts are typically co-workers, other county employees, surveyors, builders, contractors, and the public. Contacts typically give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: This position reviews land use and permit applications and issues land use permits and occupational licenses. Successful performance contributes to the department's efficient operation.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required.

Environmental Factors: The work is typically performed in office settings with associated fieldwork. It is fast-paced and requires flexibility in handling a variety of functions simultaneously.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This job classification is non-supervisory. The Development Services Representative II is the second level in the Development Services Representative class series. This classification is distinguished from the Development Services Representative I in that a person in this position will have achieved certification from the International Code Council (ICC) as a Permit Technician and Level 1A GSWCC certification, have customer service contact experience, and be able to perform additional duties as outlined.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a high school diploma or GED equivalent; an Associate’s Degree or higher level of education is preferred.
- Applicant must possess a minimum of two years’ experience in a related field or any equivalent combination of education and experience that provides a sufficient level of understanding of the position's essential duties.
- Applicant must possess one year experience in permitting processes or one year experience in technical and/or customer support, preferably in construction, architecture, engineering, or planning, including high-volume public contact. Experience in a municipal or government setting preferred
- Applicant must possess the International Code Council (ICC) Permit Technician certification or ability to obtain one within one year.
- Applicant must have possession of or the ability to readily obtain a driver’s license issued by the State of Georgia (within 30 days) 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: _____