

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: GIS/PLANNING TECHNICIAN (Trainee)
DEPARTMENT: PLANNING & ZONING
REPORTS TO: PLANNING DIRECTOR

GRADE : 1030
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY:

Performs a variety of complex administrative functions in support of the planning director and as an alternate to assist the building director. Examples of duties include: coordinating department work orders; maintaining building permit files and occupational license files and processing relating paperwork; greeting and assisting customers; tracking payment of occupational taxes; receiving and processing building permit applications; producing and mailing letters and notices; sorting correspondence; maintaining minutes at various monthly meetings; tracking payments for permits and cemetery lots; and developing and researching reports for all aspects of planning and building.

Serves as assistant worker and administratively coordinates various planning functions, including: overseeing planning and zoning development processes; and preparing various reports and recommendations related to department functions.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out lead worker responsibilities including: assigning and directing work; assisting staff in resolving problems; making recommendations in performance appraisal; and reporting problems to supervisor.

Administratively coordinates planning and zoning functions, including: determining area classification, subdivision zoning and regulations; assisting in preparing and/or revising zoning ordinances and zoning maps; coordinating Planning Commission and historic Preservation Commission functions; attending and representing the City at meetings, hearings, etc.; providing technical assistance to various officials; coordinating permitting processes; and assisting in the preparation of annexations.

Prepares complex, routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares recommendations related to community planning, development and zoning issues.

Formats and types letters, memos, labels, reports or other correspondence on a computer and a typewriter; proofs correspondence and related documents of staff.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Orders office supplies as needed. Coordinates processing of public hearing requirements.

Accesses computer databank to retrieve zoning information.

Interacts with a variety of individuals, both internally and within the community to provide information, disseminate departmental information, coordinate projects and assist in resolving administrative issues.

Makes recommendations to the department/unit budget.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Relieves officials of routine administrative details such as checking inspection reports for accuracy and conformance to policies and standards.

Enters and retrieves a variety of complex information into a computer terminal. Communicates with software companies as needed to update or change software.

Provides customer service, including: greeting and assisting customers; answering phone calls; retrieving voice mail messages and returning phone calls; providing requested information regarding services, fees, zoning changes, ordinances, etc.; receiving complaints; directing customers to appropriate staff member for assistance; receiving orders for new permits; setting up various appointments; and maintaining related records of all functions.

Attends board/commission meetings and compiles, transcribes and records minutes.

Assists in preparing ordinances, amendments and related documents.

Photocopies reports, memos, and other various documents for requesting parties; develops various forms.

Reports administrative and/or operational problems to supervisor.

Performs specialized research and statistical work on assigned subjects for staff and management.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department such as:

Issues and renews Occupation Tax.

Works independently, responsible for generating complex building permits for building, electrical, mechanical and plumbing permits. Must have a thorough knowledge of the computer software used in completing each permit. Must have a thorough knowledge of mathematics for calculation of permit fees.

Coordinates departmental functions, including: receiving and relaying messages concerning building permits, occupational fees and sign ordinance usage. Processes and enters building permit applications and Occupation Tax Certificate applications; files and retrieves correspondence and information regarding same; processes annual Occupation Tax Certificates and renewal reminders.

Maintains and processes permits, including: processing applications for permits; issuing permits; entering information into a computer system; and maintaining related records. Calculates water and sewer fees. Assists building inspectors scheduling, maintaining and updating inspection reports.

Assists water department preparing and coordinating water and sewer service for contractors and homeowners.

Works with City Marshal in researching and resolving complaints. Must have a working knowledge of subdivision, zoning, building and business ordinances.

Assists City Clerk in research pertaining to alcohol licenses.

Opens, stamps, sorts and distributes incoming mail. Prepares outgoing mail as needed.

Attend and complete training specific to learning and using GIS.

Maintain City Website for Planning, Building & Cemetery Departments.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree; or

3 to 5 years related experience plus a working knowledge of GIS mapping and/or an advanced computer background knowledge capable of learning and using the GIS system; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Drivers License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Working knowledge of GIS principles;

Principles, methods and practices of city planning.

Laws, legislation, codes, ordinances, etc. that govern the work.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Department policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Budget development and management.

Record keeping, report preparation, filing methods and records management techniques.

Skill in:

Organizing, assigning, leading and reviewing the work of staff.

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Customer service techniques.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and

related equipment.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to deal with problems involving several variables in differing situations.

Ability to see and perceive color.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.