

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

CLASS TITLE: PLANNER I
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: COMMUNITY DEVELOPMENT DIRECTOR

CLASS CODE:
FLSA STATUS: N
DATE: 07/2017

JOB SUMMARY:

Under direction, this is the entry-level class in the Planner series. Incumbents entering this class have limited related work experience. Work performed at this level is routine and moderately complex. Generally, work is closely observed and reviewed both during performance and upon completion.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

Essential Functions

Performs professional work in current and long-range planning.

Analyzes and reviews development proposals and applications such as re-zoning requests, preliminary and final plats, minor subdivisions, architectural reviews, development permits, variance applications, building permits, temporary and special use permits, and occupational tax licenses for compliance with appropriate planning principles, city regulations, and policies.

Prepares and implements elements of the Comprehensive Plan.

Researches and prepares master plans, long-range planning studies, ordinance amendments, and reports on other planning issues.

Prepares reports and recommendations as appropriate. Presents to the City Council, Planning Commission, Historic Preservation Committee and other boards and commissions in a public televised setting and serves in an advisory role while conveying an understanding of development challenges; advises the Planning Commission regarding annexation, zoning changes, and land use topics.

Organizes and facilitates meetings with developers and community groups to introduce and discuss new development proposals and planning projects.

Answers planning, zoning and development process questions from citizens, developers and other agencies.

Advises architects, builders, attorneys, contractors, engineers, and the public on the city's Comprehensive Plan, development policies, procedures, and standards and other land use matters including the current zoning of property. May assist in research of these matters.

Conducts field inspections to verify compliance with approved plans and conditions.

Reviews and approves building permits for zoning compliance.

Designs and prepares illustrative and graphic presentation materials for public hearings and meetings; utilizes the city's mapping programs.

Collects, records, and maintains databases of statistical and demographic information and is proficient in GIS.

Retrieves, manipulates, and summarizes information for planning reports.

Prepares articles and correspondence related to planning issues or projects.

Prepares technical staff reports.

Researches and prepares ordinances to implement growth and development policies, prepares amendments to Zoning Ordinance and subdivision regulations.

May train and maintain certification to administer FEMA's National Flood Insurance Program's Community Rating System and act as Flood Plain Manager for the City of St. Marys. May research, review, apply and administer state and federal grants. Position may assist with special projects as need and may be asked to perform other duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education/Experience:

Bachelor's degree in Planning or related field from an accredited college or university; one year of related experience. Equivalent combinations of education and experience may be considered.

Licenses and Certifications:

Certified FEMA NFIP CRS Flood Plain Manager, preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Working knowledge of GIS.

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.

Flood Plain Management certification preferred.

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.

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.