

JOB DESCRIPTION

City of Garden City, GA

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



Job Title:	Planning Technician
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Department: Planning and Economic Development

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

This position performs general clerical support duties for the Planning and Zoning Department including organizing and maintaining record keeping systems and reception duties. Work requires general clerical skill and thorough knowledge of the department and City policy and procedures dealing with area of responsibility.

ESSENTIAL JOB FUNCTIONS

- Assists the department with implementation and monitoring of various state programs and sees them through to completion.
- Creates and modifies documents including correspondence memos, letters, forms and regularly scheduled reports.
- Operates and maintains the customer service counter of the Office of Planning, Zoning & Building.
- Prepares meetings agendas for the Planning Commission and includes necessary supporting documents.
- Schedules public hearings and arranges for proper publication and distribution of legal notices through the media and mail as required.
- Distributes the agenda, consultant reports and correspondence to Planning Commission members.
- Attends all Planning Commission meetings and communicates with the Planning Commission regarding business.
- Carries out general administrative and clerical support including typing, copying, scanning, faxing and mailing.
- Maintains computer files and other manual logs on all building permits and related documents.
- Processes and issues building, electrical, plumbing, mechanical, and other related permits.
- Organizes and schedules inspections for building inspectors.
- Responds to questions and requests for information by email, telephone or face to face in a prompt and courteous manner.
- Assists in the recording of incoming and outgoing plans for review.
- Reviews permit documents and other pertinent information in order to verify accuracy and completeness of information.
- Provides information to the public/permit applicants regarding building permit requirements, inspections, and general requirements of the permit process.

- Assists the public in completing zoning/building forms and applications.
- Obtains general information from customers regarding permitting needs.
- Performs administrative functions for the department including timesheets for payroll, ordering of office supplies, and maintains and establishes files, distributes and picks up and distributes office mail.
- Assists with completing authorizations for payment of departmental invoices budget transfers and purchase requisitions.
- Works in a safe manner and reports unsafe activity and conditions.
- Cross-trains in one or more areas of department functions.
- Performs other duties as assigned.
- Knowledge of City Personnel Policies and Procedures and the department's operating procedures.
- Skilled in excellent reading comprehension- literacy in English with the ability to understand and carry out oral and written instructions.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and a minimum of two (2) years of administrative office experience; or one (1) year of environmental, urban, or regional planning.

Special Qualifications:

Must possess a valid Georgia Driver's license; College level Associate Degree (2 year degree) preferred with at least 1 year related experience and/or training; or equivalent combination of education and experience; Must have general knowledge of principles and practices of Urban and Regional Planning; Must have the ability to interpret and analyze technical and statistical information; Must have general knowledge of Planning Commission bylaws, operating procedures and the codes and ordinances of the City; Possess the ability to read and comprehend codes, policies, specifications, legal descriptions, and boundary maps of real property, maps, and development plans and plats.

KNOWLEDGE, SKILLS & ABILITIES

- Skills as used in the comparison of numbers and simple facts in selecting the correct action.
- Ability to work evenings and weekends as requested.
- Ability to use computers, fax machines, copiers, multi-line telephone systems and calculators.
- Ability to use Microsoft Office including Outlook, Word and/or Excel.
- Ability to prepare and/or process purchase orders.
- Ability to be held accountable for inventory/property management.
- Ability to assist with the development and management of the department's budget.
- Ability to maintain City standards of conduct, which includes being respectful of others, possessing cultural awareness and sensitivity, being flexible, and demonstrating a dedication to the position as well as to the community.
- Ability to demonstrate good workmanship, including performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.

- Ability to demonstrate a good work ethic, including a willingness to perform job place tasks and to assist coworkers without unnecessary directive.
- Ability to understand/recall verbal and written instructions, read, interact with the public or co-workers in person, follow instructions, function independently, cope with potentially stressful situations, maintain professional work place conduct, and complete tasks during assigned time periods.

PHYSICAL DEMANDS

Light work, which includes exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- 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 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: 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 1: 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.

WORK ENVIRONMENT

This job is typically performed in a general office setting with acceptable lighting, temperature and air conditions.

Employee Signature and Date Received