

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	301
SUPERVISOR:	Planning Division Manager	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform technical and/or administrative activities in support of land use planning, zoning and subdivision of lands. Apply applicable County ordinances and State laws to approve or deny applications. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Respond to inquiries from the general public regarding rules and procedures for land use, land development and zoning, and general County development policies and procedures. Collect and receipt for fees. Issue permits.

Perform pre-application reviews which includes assisting in the completion of applications in areas including site review, subdivisions, conditional uses, variances, minor land partitions, lot line adjustments and land re-zoning.

Research and prepare staff reports and findings on various land use applications for hearings officer, Board of County Commissioners and Planning Commission.

Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications. Take photographs.

Prepare maps, charts, plans, posters and slides for presentations and public hearings, and for various other internal and external uses.

Maintain necessary departmental records. Maintain and update related maps.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Planning Division Manager who assigns duties and reviews work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Bachelor's degree in planning, geography, architecture, engineering, or related field. Prior related experience in the planning, land use or related field.

Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of planning concepts, principles, techniques and practices. Some knowledge of laws, codes, rules, regulations and ordinances applied to land use planning; legal descriptions.

Familiarity with computer systems and the use of general business software, such as word processing and spreadsheets.

Ability to comprehend and interpret land use laws, rules and regulations. Ability to communicate effectively, both verbally and in writing, with people of varying backgrounds who may be hostile or abusive. Ability to comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports and conditions of approval. Ability to uniformly apply laws, ordinances and regulations to diverse situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment except for field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions.

Regular travel is necessary, requiring the operation of a motor vehicle, often to remote areas.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated 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.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***