

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	303
SUPERVISOR:	Planning Division Manager	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Under direction, coordinate current and comprehensive planning activities. Review development proposals for compliance with local, state and federal regulations. Interpret and implement ordinances for conformance with State and County planning goals and regulations. Assume Planning Division Manager duties in his/her absence. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Interpret, explain and administer ordinances, zoning regulations and other County, state and federal regulations relating to zoning, subdivision and development issues.

Manage and coordinate major projects as assigned, including major map amendments, tax log amendments, and major new County development projects and rezoning/comprehensive plan amendment projects.

Respond to inquiries from the Planning staff and general public regarding proper interpretation and application of rules and procedures for land use, land development and zoning, and general County development policies and procedures.

Coordinate and participate in 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.

Serve as County Flood Plain Manager, including compliance with the flood plain overlay district for new development. Review proposed new construction within designated flood hazard areas for proper elevations and design in accordance with the National Flood Hazard Insurance Program. Serve as liaison to State Flood Plain Manager's Office and FEMA. Coordinate as needed with County Emergency Management Department.

Research, prepare and present staff reports and findings on various land use applications for hearings officer, Board of Commissioners and Planning Commission. Review the work of other planning division staff prior to issuance of final reports and recommendations.

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

Compile and prepare final reports descriptive of Planning Division projects and planning reviews. Draft policies and ordinances as necessary.

Provide training and public education programs to various groups, department staff, Planning Commission and advisory committees.

Prepare maps, charts, posters and slides for presentations and public hearings.

Coordinate projects with other agencies and the general public.

Evaluate Comprehensive Plan and implementing ordinances for compliance with statewide goals, policies and statutes. Draft Comprehensive Plan goals and policies, and ordinances when conflict arises with statewide standards. Coordinate planning effort with various State agencies and jurisdictions for the development of an effective Comprehensive Plan, by collecting data and information on new programs affecting local planning.

Perform site reviews and participate in Site Review Committee to review development proposals and determine any additional conditions which must be met prior to the development of a site.

Coordinate and/or provide staff support to Citizens Planning Advisory Committees. Prepare for and attend meetings, provide technical information and advice, perform resulting follow-up and research as necessary.

Provide general assistance to the public on land use issues and regulations and perform related work as required.

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 outside training and coordinating and reviewing work of Planning Division staff on individual projects assigned.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Planning Division Manager who provides policy and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: Incumbents possess a significant level of specialized expertise beyond that expected at the journey level. 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. Four years planning related experience. A Master's degree in planning, geography or related field may replace one year of work experience. 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: Extensive and specialized knowledge of planning concepts, principles, techniques and practices. Advanced knowledge of and ability to interpret, explain and apply laws, codes, rules, review procedures, regulations and ordinances applied to land use planning; legal descriptions.

General knowledge of landscape design, geography, and economics and the ability to understand and interpret mapping information.

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

Ability to exercise initiative and professional judgement when carrying out duties. Ability to plan and coordinate the work of others and provide technical supervision on individual projects. 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 interpret and apply laws, ordinances and regulations to diverse situations. Ability to establish and 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. Position requires attendance at meetings in the evening hours throughout the County. 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.***