

Job Title:	City Planner
Department/Group:	Planning & Zoning Department
Level/Salary Range:	\$40,000 to \$52,000 yearly
General Purpose	
This position is responsible for the overall administration of Planning & Development functions for the City of Dacula.	
Supervision Received	
Works under the general supervision of the City Administrator	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Reviews plans for compliance with applicable ordinances, laws, rules, and regulations and reviews applicable legal documents. • Consults and assists contractors, engineers, attorneys, other government agencies, and the general public on interpreting ordinances, laws, rules, and regulations, and resolves related problems. • Receives and reviews applications for zoning, land use, permits and approves or routes applications to applications to appropriate personnel. • Assembles maps, plans, and related data needed for plan review and assists co-workers in performing related research. • Receives and routes building plans to appropriate personnel based upon type and expertise. • Enters plan and permit data and coordinates related activities with co-workers. • Performs onsite inspections of proposed and on-going plans to gather information and determine compliance. • Document management and retention of planning and zoning records. • Performs other duties of a similar nature or level. <p>ADA MINIMUM QUALIFICATIONS</p> <p>Physical Ability: Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.</p> <p>Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs.</p> <p>Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.</p> <p>Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.</p> <p>Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.</p>	

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Engineering, landscape Architecture, Planning, or a combination of experience and education to satisfy the requirement.
- One year of related experience; or, an equivalent combination of education of education of experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS

- Valid Driver's License from state of residency.

KNOWLEDGE AND SKILL REQUIREMENTS

- Engineering and planning principles and practices; applicable laws, rules, and regulations.
- Reviewing plans for compliance with codes, laws, rules, and regulations; applying applicable laws, rules, and regulations.
- Operating a computer and applicable software; Microsoft Office Suite & Arc GIS.
- Communication, interpersonal skills as applied to interaction with co-workers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADDITIONAL NOTES

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.