

**CHEROKEE COUNTY GEORGIA
POSITION DESCRIPTION**

TITLE: PLANNER

GENERAL DESCRIPTION

The essential function of the position within the organization is to review new construction plans and permit applications for residential, commercial and industrial development, and approve the plans or make comments for needed revisions. The position is responsible for reviewing construction plans, ensuring zoning ordinance compliance, reviewing sign permit applications and individual plats, attending technical review meetings and providing comments, reviewing submittals of prior-reviewed plans for compliance, providing customer service, and performing related clerical tasks. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Conducts reviews of construction plans for new commercial, residential and industrial developments; approves plans or provides comments for needed revisions; reviews prior-reviewed plans for compliance with provided comments.

Researches, reviews, processes and files individual plats.

Provides comments, information and ideas during technical review meetings with developers, owners, engineers and other County department personnel.

Reviews sign permit applications for compliance with proper size dimensions and correct zoning district allowances; approves and processes applications as appropriate.

Enters and updates logs in the departmental computer database to track submittals of sign permit applications, plans for review, and individual plats; enters building permits into CityView and updates owner information and related data.

Provides customer service to the public, including answering the departmental telephones and providing information, and assisting walk-in customers.

Makes photocopies of sign permit applications for the Building Department and applicants; files applications by address.

Performs clerical tasks such as responding to e-mail regarding projects or zoning ordinances, preparing correspondence, or filing building plans and comments.

Attends staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve technical or professional skills.

PLANNER

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the enforcement of zoning ordinances.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

PLANNER

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as maps, scales, calculator, computers, peripherals, or software programs such as word processing or custom applications.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a bachelor’s degree in city and regional or urban planning, engineering or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires a valid State of Georgia Driver's License and satisfactory Motor Vehicle Record.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience, including working knowledge of planning ideas and practices, skillful map reading, project coordination, mathematical skills and the ability to analyze documents and publications.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating machines, tools or office equipment.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

PLANNER

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen and traffic.

SENSORY REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Cherokee County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.