

**VACANT POSITION**  
**DEPARTMENT: COMMUNITY DEVELOPMENT**  
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>  
SUBMIT APPLICATION AND PROOF OF EDUCATION TO:  
[employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E. Solomon Street, Room 110  
CLOSING DATE: Open until position is filled

**Job Title:** Planning Technician (Position No. 1310)  
**Salary:** Pay Grade 13; Hiring Rate \$35,313  
Provisions of the Personnel Ordinance for promotion/demotion

**Work Schedule:** 8:00 am - 5:00 pm; M-F

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** High School diploma (or GED equivalent) required with a minimum of three to five years of planning and zoning experience (or similar); or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities for this position.

**GENERAL STATEMENT OF JOB:** Under limited supervision, this position is responsible for performing basic zoning administration functions on a paraprofessional basis, as well as administrative support duties that include clerical, accounting, and elementary technical responsibilities. Duties include verification of zoning action applications, maintaining files, coordinating calendars and schedules of managers, completing various reports and documents, and answering and directing telephone calls. This position may also be responsible for assisting the general public with questions and inquiries. Reports to the Community Development Director.

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes telephone, printer, facsimile machine, copier, personal computer, calculator, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ESSENTIAL JOB FUNCTIONS**

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS

Accepts applications for rezoning, variances, and special exceptions submitted by individuals and businesses. Conducts preliminary review of application files for completeness and accuracy.

Prepares public notices for publication in County's legal organ relative to Planning Commission and Board of Zoning Appeals meetings. Compiles information relative to adjacent property owners and drafts relevant letters advising adjacent property owners of proposed zoning actions. Posts required notices as needed.

Accepts applications for building permits submitted by businesses and individuals including permits for electrical, plumbing, heating, air conditioning, grading, etc.

Issues authorized building permits and/or zoning certificates, and collects applicable fees for all new constructions, including businesses, residential, etc. Prepares and mails permits to applicants as warranted.

Answers incoming calls performing various related duties such as guidance and direction, routing calls to appropriate personnel, taking messages for various individuals, etc; provides assistance and guidance to visitors.

Processes letters of correspondence for department personnel as needed.

Assists in coordination of development review process with other departments, maintaining development review files and tracking the status of development projects under review, as directed by the Community Development Director.

Performs various other clerical duties such as word processing, preparing copies, filing forms, ordering office supplies, maintaining supplies required for the completion of assignments, processing all incoming and outgoing mail, etc.

Maintains all department documents including maps, flood area logs, and zoning information; provides assistance to the general public in answering questions regarding same.

Enters all pertinent data into computer system.

Assists in accepting applications for water meters and business licenses.

Maintains cash receipts journals, balances cash box, prepares bank deposits, and makes related journal entries.

Serves as office contact for the Spalding County Planning and Zoning Board and Board of Appeals, offering advice and information to individuals and businesses wishing to apply for a new zoning classification.

Assists the public on the telephone and public counter with basic concerns regarding planning and zoning matters. Refers intermediate and complex concerns to Planner and/or Community Development Director as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

August 6, 2020

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