



JOB OPENING

Troup County Government

Position: County Planner	Department: Community Development	Salary: Depending on Qualifications
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Under general supervision and instruction this position performs professional planning duties.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field
- ⇒ Must have a current valid driver's license
- ⇒ Must have 3-5 years experience in related field; must have budgeting experience
- ⇒ Knowledge of land use planning principles
- ⇒ Knowledge of smart growth initiative and economic development principles
- ⇒ Knowledge of planning and zoning laws and procedures
- ⇒ Knowledge of the zoning ordinance development and review processes
- ⇒ Knowledge of comprehensive planning principles
- ⇒ Knowledge of county and department policies and procedure
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in reading and interpreting maps
- ⇒ Skill in the interpretation of codes and ordinances
- ⇒ Skill in budgeting process and budget management
- ⇒ Skill in oral and written communication; skill in public relations

Essential Duties and Responsibilities:

- ⇒ Performs long-range planning, including preparing and updating comprehensive plans
- ⇒ Conducts studies and develops housing, transportation, economic development and other plans
- ⇒ Implements activities in the comprehensive plan
- ⇒ Processes new and amended ordinances related to planning, environmental protection, zoning, and subdivision regulations
- ⇒ Coordinates and prepares necessary reports for annexation and de-annexation requests
- ⇒ Prepares population estimates and other demographic reports including Census updates
- ⇒ Coordinates the development review process for rezoning requests, special use permits, variances and subdivision plat reviews, etc.; prepares related staff reports
- ⇒ Provides administrative support to the Board of Zoning Appeals/Planning Commission; prepares agenda and agenda packets; records meeting minutes
- ⇒ Responds to questions for developers and the general people concerning the development process
- ⇒ Organizes and prepares Troup County's response to DRI requests
- ⇒ Coordinates and prepares all necessary Planning and Zoning compliance items per DCA requirements (CIE, Comp. Plan, etc.)
- ⇒ Keep up to date with all Planning and Zoning trends and legal changes
- ⇒ Prepares the Planning and Zoning Budget
- ⇒ Updates zoning maps
- ⇒ Prepares grant applications
- ⇒ Prepares public notifications as required
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 04032020 County Planner

Grade 19

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace