

POSITION DESCRIPTION

Title: Office Administrator (Permit Option)

Department: Planning and Zoning

Job Analysis: November 2012, September 2017, September 2018, Oct 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Permit/Subdivision Coordinator, Planning and Zoning Director, County Administrator

Subordinate Staff: None

Internal Contacts: Highway Department Staff, Purchasing Department, Commission Administration, Other County Employees

External Contacts: General Public, Developers, Engineers, Surveyors, Utility Companies

Status: Classified/Non-Exempt (H)

Job Summary

Organize and compile the Subdivision Staff Reports for the Planning Commission Meetings, prepares public notices as required for the applications processed by the Permit Division, types correspondence generated by the Permit Section, prepares Commission Agenda Items as needed for the Permit Section, handles correspondence incoming and outgoing so as to stay “in tune” with current affairs, stay informed to make decisions and represent the Permit Section of the Highway Department, responsible for filing, typing, scheduling and communication for the Permit/Subdivision Coordinator and Construction Development Manager.

Job Domains

A. Typing and Word Processing

1. Prepare Public Notices for Subdivision Cases.
2. Prepare Notice of Actions from the Planning Commission.
3. Type letters and other memoranda as necessary.
4. Maintain all scheduling, filing, and communication for the permitting and subdivision division of the Construction Section.

5. Type and prepare Agenda Items for the County Commission meetings as necessary.
6. Receives Applications for the permit/subdivision division of the Construction Section.
7. Maintains the Database of all Subdivision Files.
8. Prepares requisitions as necessary.

B. Reception and Referral

1. Greet visitors to the office; refer them to whom they need to see, and make them comfortable if they must wait.
2. Answer incoming calls for the permit/subdivision division of the Construction Section and transfer them to the proper office.
3. Take written telephone messages when people are out of the office.
4. Provide whatever information is available to general inquiries.

C. Filing and Records Management

1. File all correspondence on a daily basis.
2. Retrieve materials from files upon request.
3. Maintain filing system in an organized manner.
4. Maintain copies of all Planning Commission Meeting Agendas and Minutes pertaining to the permit/subdivision division.

Knowledge, Skills, and Abilities

1. Knowledge of basic high school mathematics.
2. Knowledge of basic bookkeeping procedures.
3. A good working knowledge of English grammar, composition, and spelling.
4. The ability to type a minimum eighty (80) words per minute within acceptable standards of quality and accuracy.
5. A good working knowledge of general office practices and procedures.
6. Skills to communicate effectively with office staff, supervisors and general public.
7. Skills to read and understand printed reports.
8. Knowledge of Highway Department activities.
9. Knowledge of filing procedures.
10. Knowledge of office machinery operations.
11. Ability to establish and maintain effective working relationships with supervisors, co-workers and the general public.
12. Skills to post to journals, neatly and legibly.
13. Ability to operate computer effectively.

Other Characteristics

1. Willing to work non-standard hours, including evenings and weekends when necessary.
2. Willingness to work with the general public.
3. Ability to work under stress of recurring deadlines.

Minimum Qualifications

1. High School diploma or equivalent.
2. Have a valid driver's license and be insurable by the County's insurance standards.

POSITION DESCRIPTION

Title: Permit/Subdivision Coordinator

Department: Planning and Zoning

Job Analysis: September 2018, October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Planning and Zoning Director, County Administrator

Subordinate Staff: Permits Office Administrator, Permits Engineering Technician I, Permits Engineering Technician II, Permits Engineering Technician III

Internal Contacts: BCHD Section Heads, Staff and other County Employees

External Contacts: General Public, Municipal Officials, Contractors, Developers, Engineers, Surveyors, ALDOT and other state and local officials, attorneys, and vendors.

Status: Classified/Exempt (EC-07)

Job Summary

The Permit/Subdivision Coordinator assists the Construction Development Manager in coordinating all Permit Section reviews. The Permit/Subdivision Coordinator reviews applications and plans for compliance with the Baldwin County Subdivision Regulations and other applicable laws and regulations.

Job Domains

1. Coordinates all commercial turn-out permits.
2. Coordinates all turn-lane permits.
3. Coordinates all utility permits.
4. Coordinates all subdivision applications.
5. Performs thorough review of all proposed subdivisions to ensure compliance with the Baldwin County Subdivision Regulations.
6. Coordinates with Construction Development Manager on the review of roadway design, drainage calculations, traffic studies, field inspections etc., to ensure compliance with the Baldwin County Subdivision Regulations.

7. Reports results of subdivision reviews in written and verbal form to the Planning & Zoning Commission and subdivision developer/engineer.
8. Advise applicants/property owners of subdivision and other land use requirements and respond to public inquiries on same.
9. Coordinates all variance applications.
10. Coordinate all subdivision exemption applications.
11. Coordinate all complaint requests and violations.
12. Coordinate with Municipalities on ETJ Agreements.
13. Coordinate with Planning and Zoning Department on zoning cases.
14. Coordinate all Highway Construction Setback appeals.

Miscellaneous

1. Reads literature and attends formal training to improve knowledge and skills for both immediate and long-term application to the job.
2. Attend seminars and conferences related to job domains.
3. Must be highly motivated and organized.

Knowledge, Skills, and Abilities

1. Verbal skills to direct and supervise subordinates, deal with the public, and handle various requests from the public, other departments, and commissioners.
2. Knowledge of math formulas and basic geometry.
3. Writing skills to prepare reports and presentations.
4. Reading skills to read maps, blueprints, etc.
5. Ability to establish and maintain effective working relationships with associates, supervisors, subordinates, developers, citizens, and contractors.
6. Ability to understand and follow complex written and verbal instructions.
7. Skills in planning and scheduling.
8. Knowledge of occupational safety and health requirements.
9. Hear well enough to understand normal conversations.

Other Characteristics

1. Willing to work non-standard hours as necessary.
2. Willing to attend meetings and other work activities.

Minimum Requirements

1. Bachelor's Degree in Civil Engineering or a minimum four (4) years of experience in planning or civil engineering activities in lieu of degree.
2. Possess a valid driver's license and be insurable by the County's insurance standards.
3. CAD and GIS experience preferred, but not required.

POSITION DESCRIPTION

Title: Senior Planner

Department: Planning and Zoning

Job Analysis: October 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

Relationships

Reports to: Planning Director

Subordinate staff: Planner, Planning Technician

Internal contacts: Code Enforcement Officer, Administrative Support Specialist I, Office Administrator (Subdivisions), Permit Subdivision Coordinator, Building Official

External contacts: Public, Developers, Builders, Consultants

Status: Classified/Non-Exempt (EC-08)

Job Summary

This is an advanced professional position which must exercise judgment in preparing reports within established guideline and ordinances. Must supervisory/management skills and have a thorough knowledge of the principles and practices and techniques of planning and zoning and development. Assists in the administration of the Baldwin County Land Development Regulations, prepare staff reports. Assists in the research and development of Comprehensive Plan and other long-range plans relating to growth and development of the County. Conducts plan review for zoning compliance and other applicable regulations.

Job Domains

1. This position will conduct plan review for compliance with the zoning regulations and other land development regulations.
2. This position will advise applicants, property owners and public on land development regulations.
3. This position will prepare staff reports for rezoning, conditional use, special exception, and variance requests.
4. Research and develop information for Comprehensive Plan and other long-range plans as directed.

5. Act as lead planner of development review and manages project as assigned for Planner and Planning Technician.
6. Act as point of contact for major project plan submissions.
7. Assist with the Municipal Separate Storm Sewer System (MS4) program.
8. Assist Planning Director on other projects as needed.

Knowledge, Skills, and Abilities

1. Ability to communicate effectively.
2. Ability to use computers and software related to job (word processing, spreadsheets, GIS).
3. Ability to prepare plans, studies, reports and correspondence.
4. Knowledge of planning process, zoning, subdivision, and other land use regulatory and planning mechanisms.
5. Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions.
6. Ability to handle high stress situations and effectively deal with difficult, angry or threatening people and situations
7. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the public.
8. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
9. Skills in reading and interpreting site plans, zoning maps, engineering/architectural drawings, topographic maps and aerial photographs.

Other Characteristics

1. Willing to work evenings and weekends when necessary.

Minimum Requirements

1. Graduate of an accredited college or university with a bachelor's degree in planning or related field and a minimum of 3-5 years professional planning experience. Master's degree and AICP certification preferred.
2. Possess a valid driver's license.