

CITY OF TALLAPOOSA
Planning, Building and Zoning Director

The city seeks a Planning, Building, and Zoning Director to implement policies, procedures, and zoning ordinances. Under the general direction of the City Manager, the coordinator provides the highest level of professional leadership, management, and strategic direction for the City of Tallapoosa. This department head position involves administrative and technical work related to city planning, zoning, land development activities, comprehensive planning, land use, and permitting. Responsibilities also include working with the City's Planning Commission and preparing recommendations on matters that require Planning Commission and City Council action. This role offers significant opportunities for professional growth and development.

Major Duties:

- Serves as the city planner.
- Issues building permits and collects permit fees.
- Coordinates the community development grant process for the city.
- Travels city streets to locate non-permitted construction and other code violations such as overgrown and sign ordinance for the city.
- Administers subdivision regulations, soil and erosion control ordinances, flood plain control ordinances, and signs ordinances for the city.
- Administers the zoning ordinance for the city, maintains zoning maps, processes requests for variances, issues re-zoning and variance applications, enforces regulations, and inspects businesses for compliance with regulations.
- Interprets and explains building and zoning ordinances, codes, and regulations to builders, contractors, and homeowners.
- Prepares reports and maintains inspection records.
- Issues certificates of occupancy for structures; determines load requirements.
- Reviews and evaluates all residential and non-residential site plans, including new subdivision plats, for compliance with zoning and subdivision ordinances.
- Writes, implements and coordinates federal and state grants, including TE Grant, CBDG, LDF, RAF, LMIG, Urban Forestry, and Quality Planning.
- Maintains official city records and executes extensive, comprehensive clerical duties.
- Performs other related duties as assigned.

Knowledge required by the position:

- Knowledge of the techniques and materials used in building construction.
- Knowledge of the state laws, local ordinances, and construction and trade codes governing the building inspection and zoning administration processes.
- Knowledge of the city's geography, including streets, subdivisions, and zoned areas.
- Knowledge of planning and zoning principles, techniques, and practices.
- Knowledge of city policies and procedures.
- Skill in interpreting blueprints and maps.
- Skill in operating general office equipment and gauges, circuit testers, levels, rulers, and other tools and equipment used in the building inspection process.

Planning, Building, and Zoning Director continued –

- Ability to present findings and recommendations concisely, comfortable with public speaking and communicate effectively in oral and written form.

Supervisory Controls: The City Manager assigns work based on general instructions requiring judgment. The work may be reviewed for compliance with codes and standards and the nature and propriety of the final results.

Guidelines: Guidelines include city ordinances and plans, relevant state laws, and standard building, fire, gas, housing, mechanical, plumbing, electrical, and other construction and housing codes. These guidelines require judgment, selection, and interpretation in application.

Complexity: The work consists of varied technical and administrative duties in planning and inspection. The diversity of codes and guidelines to be enforced contributes to the complexity of the work.

Scope and Effect: The purpose of this position is to provide planning and technical inspection assistance for construction projects within the city. Successful performance in this position helps ensure that construction in the city meets established standards of quality and safety and promotes orderly development.

Personal Contacts: Contacts are typically with co-workers, general contractors, property owners, developers, architects, engineers, surveyors, maintenance contractors, mechanical contractors, electricians, plumbers, and the public.

Purpose of Contacts: Contacts typically give and exchange information, resolve problems, negotiate matters, and provide services.

Physical Demands: The work is typically performed intermittently by sitting, standing, walking, and stooping. The employee occasionally lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

Work Environment: The work is typically performed in an office and outdoors. The employee may be exposed to dust, dirt, machinery with moving parts, and inclement weather.

Supervisory and Management Responsibility: The position has functional supervision over a contract building inspector.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with completing a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Requires a valid driver's license and maintains a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a drug screening.