

JOB OPENING

Troup County Government

Position: Zoning Coordinator	Department: Community Development	Salary: \$20.11/Hr
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Under general supervision and instruction this position is responsible for reviewing zoning applications, variances and related requests while providing essential administrative and technical support to the Director, Administrator, and Building Official. The role is essential in ensuring the efficient operation of zoning and planning processes.

Qualifications/Knowledge:

- ⇒ An Associate's Degree in Administration or a related field preferred
- ⇒ Must have 2 to 3 years of experience in a related
- ⇒ Knowledge of the Troup County Zoning Ordinance and the Troup County Code of Ordinances
- ⇒ Knowledge of basic planning & zoning functions and laws
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of clerical skills, typing, copying, scanning and filing
- ⇒ Knowledge of computers, printers, scanners/plotters and job-related software programs
- ⇒ Knowledge of customer service principles
- ⇒ Skill in the use of Microsoft Office products including Excel, Word and Outlook
- ⇒ Skill in reading various maps, site plans, and blueprints
- ⇒ Skill in prioritizing and organizing work; skill in the maintenance of files and records
- ⇒ Skill in oral and written communication; skill in public relations

Essential Duties and Responsibilities:

- ⇒ Assists in the preparation of staff analyses, supports planning and zoning functions and contributes to code administration tasks
- ⇒ Aids in the development of ordinance and plan amendments and attends meetings with the Director and Administrator
- ⇒ Responds to inquiries, complaints and issues related to Zoning and County Ordinances from the public, developers, builders and property owners; resolves concerns through thorough research of case histories, ordinance review and consultation with the Community Development Director, Administrator and Building Official
- ⇒ Answers and directs telephone calls, providing accurate information or routing callers to appropriate departments or personnel
- ⇒ Assists the Building Department by reviewing building permit applications for compliance with Zoning Ordinance requirements; provides additional support to the Building Department as needed
- ⇒ Receives and reviews applications, petitions and other requests submitted to the Board of Zoning Appeals/Planning Commission (BOZAPC); ensures accuracy and completeness of submissions under supervision
- ⇒ Processes applications for rezoning, variances, special events and other community development initiatives under the Director and Administrator supervision; prepares case files for staff meetings, public notices, newspaper advertisements, agenda packets and official minutes for BOZAPC Meetings; assists in setting up and conducting BOZAPC Meetings
- ⇒ Maintains and retrieves zoning files and other documents from computerized and manual filing systems; manages files for all variance and zoning cases, ensuring supporting documentation is organized and accessible
- ⇒ Assists with updates to the Zoning Ordinance or comprehensive plan as directed by the Community Development Administrator
- ⇒ Prepares materials for various planning & zoning functions and meetings
- ⇒ Assists in the review and approval process for both minor and major subdivisions
- ⇒ Organizes, scans and stores various Troup County maps
- ⇒ Performs all other related duties as assigned

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

Job #: 09062024 Zoning Coordinator Grade 14

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