Job Title: Planner 1

Job Summary: The Planner 1 performs current planning and zoning administration functions, to guide the growth and development of the City in accordance with the adopted Comprehensive Plans and regulations, by using sound planning principles and practices for data collection, performing research, and in developing reports, plans, projections and recommendations.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Analyzes planning issues and determines project schedules and priorities;
- Assists City staff in the enforcement of local ordinances and in interpreting city codes, and comprehensive plans;
- Reviews and obtains approval on building and sign permits for compliance with zoning, sign, and subdivision regulations;
- Assists in the development and implementation of zoning, subdivision regulations, capital improvement plans, land use plans, annexation studies, and other plans, studies, and codes to meet the City's needs;
- Coordinates city planning activities with other City divisions, departments and outside agencies as needed;
- Attends various hearings and meetings;
- Establishes and maintains effective working relationships with other employees, officials, and all members of the general public;
- Evaluates land use proposals for conformity to established plans and ordinances;
- Evaluates the development impact of proposals as they relate to the adopted codes and plans of the City and prepares reports and makes recommendations;
- Maintains and update official City maps, including the zoning, annexation, and similar maps;
- Performs research studies, conducts analyses and prepares reports/recommendations regarding land use, infrastructure improvement, environmental requirements and other matters;
- Employs resources to achieve project objectives;

Job Title: Planner (continued)

- Performs a variety of routine and complex administrative, technical and professional planning work related to the development and implementation of land use and related municipal plans and policies;
- Responds to inquiries from citizens, developers, and other interested parties concerning zoning and subdivision regulations, policies, and procedures;
- Prepares and makes presentations to decision-makers and the public;
- Assist in the preparation of property site plans, zoning plans and sketches in ArcGIS and planning-related software;
- May assist in the processes of federal, state and local permits for the City's capital improvement plan projects;
- Performs other planning duties as assigned.

Knowledge Required by the Position:

- Ability to establish and maintain effective working relationships with those encountered in the course of the work;
- Ability to exercise sound independent judgment within established guidelines;
- Ability to effectively use computer technology in the preparation of visual graphics, studies, plans, reports, maps and presentations, including proficiency in GIS analysis, power point, and spreadsheets;
- Ability to interpret and understand engineering and architectural plans, concepts and methodologies;
- Ability to interpret maps, site and building plans and specifications, graphs and statistical data;
- Ability to perform responsible and complex long-term planning, environmental planning and capital improvement assignments;
- Ability to prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to boards/committees;
- Ability to prepare clear visual displays;
- Ability to present ideas persuasively;
- Ability to research, analyze and summarize planning data both manually and with computer programs;
- Ability to understand and apply those aspects of federal, state and local laws, regulations, policies, procedures and standards pertaining to the planning process;

Job Title: Planner (continued)

- Knowledge of application of land use, physical design, economic, environmental, and/or social concepts to the planning process;
- Knowledge of city, state and federal laws and regulations pertaining to land use, environmental impact and municipal capital improvements;
- Knowledge of community trends and market analyses techniques;
- Knowledge of implementation of state, regional and municipal ordinances;
- Knowledge of local government organization and the functions and practices of a municipal planning unit;
- Knowledge of math concepts, including statistical analysis techniques and formulae relevant to the planning process;
- Knowledge of methods used in developing information for advance planning and capital improvement projects;
- Knowledge of objectives, principles, procedures, standards, practices and information sources of City advance planning;
- Knowledge of terminology, symbols, methods, techniques and instruments used in planning.

Supervisory Controls: The work of this position is performed under the general supervision of the Senior Planner.

Guidelines: Guidelines include City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative duties.

Personal Contacts: Contacts are typically with public works department, senior management, co-workers, elected officials, vendors, contractors, developers, local and state government agencies, and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information, solve problems, resolve conflicts and provide services.

Physical Demands: This work is performed indoors and outdoors with the employee sitting, standing, walking, bending, crouching, carrying pulling, balancing, kneeling or stooping and may require physical exertion over moderately long periods of time. The employee may lift light objects.

Job Title: City Planner (continued)

Work Environment: Work is performed in an indoor and outdoor environment with or within water where the employee is exposed to noise, dust, dirt, and slippery or uneven surfaces. The work may require use of protective devices such as hard hat, gloves and safety jacket.

Supervisory and Management Responsibility: None

Minimum Qualifications: Bachelor's degree in urban planning, city planning, architecture or a closely related field supplemented by one (1) or two (2) years of experience performing in municipal planning; internship in a Planning department a plus. Master's degree desirable; post-graduate planning education may be substituted for the required experience on a year-for-year basis; experience with Microsoft Office Suite, valid State of Georgia Driver's License.

Job Title: Administrative Assistant

Job Summary: The Administrative Assistant will assist with the day-to-day operations of the Merle Manders Conference Center/Ted Strickland Community Center utilizing their valuable experience and understanding of planning and managing, special events and activities involving the community, vendors, staff and elected officials. You will utilize city resources to assist staff with the planning of events and work closely the manager of the Conference Center Manager.

Class Characteristics: This is an exempt classification level.

Major Duties:

- Assist the Conference Center Manager in departments meetings, assist with planning and scheduling of the conference center and Ted Strickland community center; make appointments; assist with travel arrangements, etc.
- Communicates with other departmental staff on a variety of requests.
- Compiles data for daily, monthly and annual reports; responds to information requests and prepares reports for distribution;
- Coordinates services with outside vendors;
- Files and retrieves materials and data from department computerized and manual filing systems; maintains the department's filing system;
- Maintains maintenance schedule and records on department vehicles and equipment;
- Manages supplies and office equipment use through departmental check-out system; issues supply and equipment (keys) to staff;
- Processes external mail as well as inter-departmental City correspondence;
- Receives and responds to public inquiries on the telephone and in-person; provides information and refers inquiries to other City employees when required;
- Processes requisitions for a variety of purchases thru the purchasing system. Able to track all expenses and maintain detailed files.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Ability to compile data and write clear, concise reports;
- Ability to establish and maintain effective working relationships with City officials, employees and the public;
- Ability to maintain an organized office environment;

- Excellent written and verbal communication skills; Proficient mathematical skills;
- Excellent customer service skills;
- General knowledge of municipal government;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of the operation of a variety of tools and equipment;
- Skilled in using a variety of computer programs Microsoft Word; Excel, PowerPoint, Outlook for administrative functions.

Supervisory Controls: The work of this position is performed under the general supervision of the Conference Center Manager.

Guidelines: Guidelines include City and departmental manuals, policies and procedures.

Complexity: The work consists of administrative and clerical duties.

Personal Contacts: Contacts are typically with co-workers, vendors and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional moderate lifting and occasional use of equipment requiring a high degree of dexterity.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: None.

- **Minimum Qualifications:** High school diploma or equivalent required; Associate's degree or two (2) years of college or technical coursework preferred; one (1) year administrative work experience preferred; Excellent customer service skilled; highly organized; Ability to occasionally work extra hours to support city events; valid State of Georgia Driver's License.

Job Title: Procurement Clerk

Job Summary: This is an administrative non-exempt position responsible for assisting in the procurement of goods and services needed by the City using competitive bids and to provide clerical, inventory and administrative support for the division. This position will be responsible for the City's excess and surplus property program requiring coordination with departments, contractors, and potential bidders to facilitate the proper transfer, auctioning, or disposal of excess, unwanted, surplus or obsolete property. Other duties may include special assignments in the scope of purchasing activities. This position reports to the Procurement Supervisor.

Major Duties:

- Drafts and sends contract amendments and renewals using provided templates.
- Ensures timely execution to avoid disruption of services.
- Assists with the preparation, organization, and coordination of the purchasing division's surplus activities across the City. Catalogs, photographs, and maintains inventory of surplus property in preparation for public auction; coordinates pickup and post-auction.
- Utilizes computer to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard;
- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually;
- Organizes and maintains inventory and works with staff to ensure the efficient material storage and handling; maintains labeling system on all inventoried items; on occasion may manually stocks inventory shelving with stock items received or returned;
- Compiles and maintains records for fixed assets; maintain inventory list for city assets.
- Updates and prepares lists for proper sale and disposal of items declared surplus by the City Council on GovDeals;
- Assists with purchasing and contracting documentation. Manages electronic database, compiles information and generates various reports.
- Assists during formal and informal bidding, RFI's, RFQ's and RFP's, which may include but not limited to: creating specifications, posting legal advertisements, emailing prospective bidders, answering vendor questions, receiving bids, providing recommendation on bid award, notifying vendors of award recommendation, and developing council communications.
- Performs related duties as required by a supervisor/manager within your department and/or division.

Knowledge Required by the Position:

- Knowledge of inventory control practices;
- Knowledge of computer terminal operation;
- Knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials;
- Skill in operating of assigned equipment;
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications;
- Ability to perform minor equipment maintenance and repair;

- Ability to follow standard safety practice and procedures common to equipment operation work;
- Ability to follow written and verbal instruction;
- Ability to maintain accurate records with some knowledge of mathematical conversions.

Supervisory Controls: The Purchasing Supervisor assigns work. Work is spot-checked in progress and reviewed when completed for accuracy, nature and propriety of the final results.

Guidelines: Guidelines include departmental and safety policies and procedures and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

Complexity: This is administrative and technical work that consists of related inventory control duties.

Scope and Effect: The purpose of this position is to supervise the receipt and distribution of materials and supplies to City departments and maintain the inventory management system utilizing computer software.

Personal Contacts: Contacts are typically with co-workers and vendors.

Purpose of Contacts: Contacts are typically to exchange information and provide services.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, equipment and materials, climb ladders, and use tools or equipment requiring a moderate degree of dexterity. Must be able to lift 50lbs or more.

Work Environment: The work is typically performed in and outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional hot, cold or inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: None.

Minimum Qualifications:
High School degree and/or associate degree in Business Administration, Business Management, or related field; three (3) years of purchasing and inventory control experience; must be proficient in Microsoft Office Suite, equivalent combination of education and experience may be accepted. Must be proficient in Microsoft Office Suite. Must have a valid class C Georgia driver's license.