

ORDINANCE NO. OR17-435

AN ORDINANCE AMENDING THE CITY BUDGET FOR FISCAL YEAR 2017 FOR THE CITY OF STOCKBRIDGE TO MODIFY THE JOB DESCRIPTION FOR THE POSITION OF GIS/PLANNING TECHNICIAN; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

WITNESSETH:

WHEREAS, the City of Stockbridge ("City") is a municipal corporation duly organized and existing under the laws of the State of Georgia and is charged with providing public services to residents located within the corporate limits of the City;

WHEREAS, the City adopted its final operating budget for fiscal year 2017 on December 27, 2016;

WHEREAS, Section 6.27 (b) of the City Charter provides that the City Council by majority vote may make changes in the appropriations contained in the current operating budget at any regular meeting or special or emergency meeting called for such purposes;

WHEREAS, having complied with all necessary legal requirements, the City Council wishes to amend the 2017 budget with the job description for the GIS/Planning Technician marked accordingly and attached hereto;

THEREFORE, THE CITY COUNCIL OF THE CITY OF STOCKBRIDGE HEREBY ORDAINS:

**SECTION 1. Adoption by Reference.** The document attached hereto as Exhibit "A" comprised of:

- (a) A job description for the GIS/Planning Technician

is incorporated herein by reference and is hereby adopted as an amendment to the Budget for Fiscal Year 2017 for the City of Stockbridge, Georgia.

**SECTION 2. Public Record.** This document shall be maintained as a public record by the City Clerk and shall be accessible to the public during all normal business hours of the City of Stockbridge.

**SECTION 3. Approval of Execution.** The Mayor is hereby authorized to sign all documents necessary to effectuate this Ordinance.

**SECTION 4. Attestation.** The City Clerk is authorized to execute, attest to, and seal any documents which may be necessary to effectuate this ordinance, subject to approval as to form by the City Attorney.

**SECTION 5. Codification and Severability.**

(a) It is hereby declared to be the intention of the City Council that all sections, paragraphs, sentences, clauses and phrases of this Ordinance are and were upon their enactment believed by the City Council to be fully valid, enforceable and constitutional.

(b) It is hereby declared to be the intention of the City Council that to the greatest extent allowed by law each and every section, paragraph, sentence, clause or phrase of this ordinance is severable from every other section, paragraph, sentence, clause or phrase of this ordinance. It is hereby further declared to be the intention of the City Council that to the greatest extent allowed by law no section, paragraph, sentence, clause or phrase of this ordinance is mutually dependent upon any other section, paragraph, sentence, clause or phrase of this ordinance.

(c) In the event that any section, paragraph, sentence, clause or phrase of this ordinance shall, for any reason whatsoever, be declared invalid, unconstitutional or otherwise unenforceable by the valid judgment or decree of any court of competent jurisdiction, it is the express intent of the City Council that such invalidity, unconstitutionality or unenforceability shall, to the greatest extent allowed by law, not render invalid, unconstitutional or otherwise unenforceable any of the remaining sections, paragraphs, sentences, clauses, or phrases of the ordinance and that to the greatest extent allowed by law all remaining Sections, paragraphs, sentences, clauses, or phrases of the ordinance shall remain valid, constitutional, enforceable, and of full force and effect.

**SECTION 5. Repeal of Conflicting Provisions.** Except as otherwise provided herein, all ordinances or parts of ordinances in conflict with this ordinance are hereby repealed.

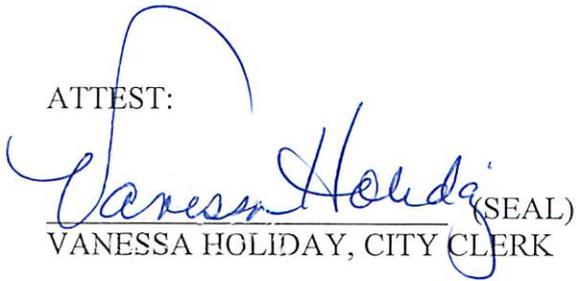
**SECTION 6. Effective Date.** This ordinance shall become effective immediately upon its adoption by the Mayor and City Council of the City of Stockbridge as provided in the City Charter.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

SO ORDAINED this 8<sup>th</sup> day of May, 2017.

  
JUDY NEAL, MAYOR

ATTEST:

  
VANESSA HOLIDAY, CITY CLERK (SEAL)

APPROVED AS TO FORM:

  
MICHAEL WILLIAMS, CITY ATTORNEY

Date Presented to Mayor: 05.11.17

Date Received from Mayor: 05.12.17

**Job Title: GIS/Planning Technician (DRAFT)**

**Job Summary:** This position is responsible for supporting the geographical information system, assist staff with community development, Stormwater and basic master planning efforts and for the collection and use of all geo-spatial data for the City of Stockbridge.

**Major Duties:**

- Analyzes planning issues and determines project schedules and priorities;
- Assists City staff in interpreting city codes and comprehensive plans;
- Assists in maintaining the database of information for planning and storm water purposes, updating maps and assigning addresses and street names per City standards;
- Provide staff support 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 as it relates to Stormwater.
- Attends various hearings and meetings as needed;
- Establishes and maintains effective working relationships with other employees, officials, and all members of the public;
- Assists the Community Development Director in evaluating land use proposals for conformity to established plans and ordinances;
- Maintains and updates official City maps, including the zoning, annexation, and similar maps;
- Organizes and administers research studies, conducts analyses and prepares reports/recommendations regarding land use, infrastructure improvement, environmental requirements and matter relating to Planning, GIS, Stormwater;
- Organizes and employs resources to achieve project objectives;
- Performs a variety of routine and complex administrative, technical and professional work related to the development and implementation of land use, planning, stormwater and related municipal plans and policies;
- Provide staff support in administering and coordinating multiple, complex advance/special projects;
- Provide staff support in the preparation of property site plans, zoning plans and sketches in ArcGIS and planning-related software;
- Responsible for the development and management of all GIS data for the City; maintains GIS datasets for utility billing, planning, parks, water, sewer and stormwater functions; develops maps, overlays and new data sets as required;

**Job Title: GIS/Planning Technician** (continued)

- Performs field surveys to collect GIS data requiring the use of GPS and other computer-based survey equipment
- Provides customer service regarding parcel location, zoning and ownership boundary information;
- Develops maps and plats as needed by the City for various uses;
- Performs other duties as related to the position.

**Knowledge Required by the Position:**

- Ability to establish and maintain effective working relationships with those encountered during the work;
- Ability to exercise sound independent judgment within established guidelines;
- 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 prepare clear and concise technical documents, reports, correspondence and other written materials, including staff reports to the City Council and other 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;
- 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 terminology, symbols, methods, techniques and instruments used in planning.
- Knowledge of modern office procedures and equipment;
- Knowledge of City and County ordinances, policies and procedures;
- Knowledge of database development and management;
- Knowledge of City codes and ordinances;
- Knowledge of general office equipment and software programs related to surveying and geographic information management;

**Job Title: GIS/Planning Technician** (continued)

- Skill in completing complex, technical assignments with frequent interruptions and within deadlines;
- Skill in using a variety of computer programs for administrative functions;
- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees;
- Ability to use GPS survey equipment and geographic information systems;
- Ability to maintain digital and physical records;
- Ability to compile GIS data for a variety of different needs;
- Ability to establish and maintain effective working relationships with City officials, employees and the public.

**Supervisory Controls:** The work of this position is performed under the general supervision of the Community Development Director.

**Guidelines:** Guidelines include City code of ordinances, City and departmental safety manuals, policies and procedures.

**Complexity:** The work requires the application of highly technical skills and keen attention to detail.

**Personal Contacts:** Contacts are typically with co-workers, elected officials and the public.

**Purpose of Contacts:** Contacts typically occur to give and exchange information, solve problems 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.

**Work Environment:** This work is performed indoors in an office setting, outdoors for field work and involves moderate exposure to inclement weather and slippery or uneven surfaces. The work may require use of protective devices such as hard hat, gloves and safety jacket.

**Job Title: GIS/Planning Technician** (continued)

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:**

Associates degree or Bachelor's degree in geography, GIS, or a closely-related field and/or two (2 to 4) years of progressively responsible work experience in a related field; valid State of Georgia Driver's License; equivalent combination of education and experience is required.