

JOB TITLE: Planning and Development Specialist

DEPARTMENT: Community Development

JOB SUMMARY: This position is responsible for specialized planning and development services provided to member governments. The position works with state, federal and local officials and with various professional firms like architects and engineers, to evaluate community needs, identify viable funding sources, prepare reports and applications, and administer projects. The position performs planning, development, and project management services in a variety of functional areas.

MAJOR DUTIES:

- Researches, writes, and administers grants (such as CDBG and Transportation Enhancement grants); advertises and conducts public hearings; completes environmental reviews; procures and acquires professional services; completes annual, semi-annual and quarterly reports; conducts Davis-Bacon labor interviews; prepares and oversees budgets; and uses independent judgment manage projects.
- Conducts environmental and historic site reviews as required to obtain clearance to authorize project initiation. Assists with Rights-of-Way acquisitions, monitors and reports on any Disadvantaged Business Enterprise reports, and works with contractors to ensure labor compliance during project implementation.
- Meets with member government officials to identify local needs and to advise and present grant programs, proposals, recommendations, and related reports designed to meet local needs.
- Attends and represents the Regional Commission at public and governmental meetings at locations both inside and outside of the region.
- Provides professional and technical assistance to local governments in the area of regional planning; research, develops, updates, and writes comprehensive, environmental, solid waste management, redevelopment, transportation, special area and/or other miscellaneous community plans, studies and reports.
- Regularly exercise professional judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Ensures local governments are up to date on various state required reports and documents as outlined under the Georgia Service Delivery Strategy Act. Involves reviewing, and if necessary, revising the Service Delivery Strategy, Short Term Work Programs and/or local Comprehensive Plans. Advises local governments on update or

revision needs, timeline and assists with the negotiation of updates/changes as requested.

- Research, evaluates, audits, deduces and assesses data/information using established criteria. Exercises discretion in determining actual or probable consequences, using various reference and evaluation methods.
- Attends meetings, conferences, workshops, and seminars.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of grant programs, including eligibility requirements, application details and administration principles and practices.
- Knowledge of environmental review criteria and ability to perform environmental reviews as necessary.
- Knowledge of planning and land development/use principles, theories, strategies, and techniques.
- Knowledge of relevant federal, state, and local laws and regulations.
- Knowledge of bookkeeping principles and practices.
- Knowledge of GIS applications and principles.
- Skill in statistical analysis.
- Skill in operating a personal computer and various software programs.
- Skill in organizing work.
- Skill in oral and written communication.
- Ability to independently convene and facilitate interactive public meetings.
- Ability to prepare project scopes and schedules.
- Ability to manage multiple projects with little supervision.

SUPERVISORY CONTROLS: The Deputy Director of Community Development assigns work in terms of general instructions and determines associated level of responsibility on a project-by-project basis. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the Federal Register, various grant program policies and procedures, the Georgia Planning Act, the Georgia Department of Community Affairs Planning Guidelines and Requirements, other applicable state and federal laws, and directives from the CSRA RC. These guidelines require individual judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in local government services, regional planning, and land development/use activities. The variety of duties to be performed and time

constraints contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform local government assistance in a variety of areas which include, but are not necessarily limited to, project development and implementation, local and economic development, regional planning, environmental review, regulatory compliance, and land development/use activities. Successful performance in this position ensures the availability of funds for local government projects and contributes to socio-economic growth and development in the region.

PERSONAL CONTACTS: Contacts are typically with other CSRA RC personnel, elected and non-elected local government officials, state agency representatives, private companies, engineers, architects, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, interpret data, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table. Travel to and from jurisdictions and construction sites routinely occurs.

WORK ENVIRONMENT: The work is typically performed in an office. Some work may be performed at construction sites or in the field.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Management of on-going contracts to ensure compliance with local, state, and federal laws, rules and regulations is required.

MINIMUM QUALIFICATIONS:

- o Bachelor's degree in planning and at least six (6) years of progressively responsible experience.

OR

- o Master's degree in planning or related field and two (2) years of progressively responsible experience.

CERTIFICATIONS: No certifications are required, however, certifications in environmental review, project management and/or the American Institute of Certified Planners is desired.