

Village of Granville

JOB DESCRIPTION

PLANNING ASSISTANT

Reports To:	Village Planner
Supervision Exercised:	None
Number of Employees in Class:	One
Position Classification:	Full-time

NATURE OF WORK

Job involves the exercise of initiative and independent judgment and the use of professional, technical, and administrative skills in a wide range of planning and zoning matters pertaining to the Village. Performs a variety of tasks related to the planning and zoning efforts of the Village, including assisting with planning studies, the recommendation and drafting of proposed regulations, and the implementation of land use policies in compliance with the comprehensive plan. Assists the Village Planner with the administration and enforcement of the zoning ordinance and subdivision regulations. Tasks range from the routine to the highly technical and complex.

ESSENTIAL FUNCTIONS OF WORK

- Performs and/or assists in the development of studies, analyses, and recommendations on a variety of planning issues related to the physical, social and economic development of the Village.
- Responds to inquiries from the public regarding planning, zoning and other related matters; enforces zoning and other code violations. Assists in preparation of applications.
- Assists in preparing agendas for Granville Planning Commission (GPC) and Board of Zoning and Building Appeals (BZBA) meetings; assists in reviewing applications, analyzes site-specific information, notes where the application does not conform to planning or zoning regulations, and prepares detailed staff reports to the GPC and the BZBA.
- Assists the Village Planner with inspections and re-inspections of residential, commercial and industrial properties for compliance with the zoning ordinances and other related ordinances; inspects construction and proposed construction sites; prepares reports; issues violation notices.
- Assists in reviewing and analyzing zoning permits, architectural review applications, variance and zoning amendment applications; assists in reviewing plans and blueprints for compliance with zoning codes; responds to complaints.
- Assists in compiling and analyzing data pertaining to the characteristics of the community, through periodic surveys and research activities.
- Assists in analyzing and summarizing existing conditions, derives conclusions, makes recommendations and develops projections. Assists in reviewing and preparing zoning and other related ordinances to better manage and enhance land use.

- Assists in preparing monthly and annual reports on planning and zoning issues; prepares correspondence to citizens, department heads and other public entities on planning and zoning issues.
- Assists in the creation and maintenance of all planning and zoning records including zoning maps and GIS.
- Performs other related duties as required or assigned.

REQUIREMENTS OF WORK

Graduation from an accredited college or university with a degree in planning or related field preferred; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

- General knowledge of principles and practices of planning and zoning. Some knowledge of economics, statistical analysis, graphics and design, architecture, building regulations and grant preparation.
- General knowledge of the methods, materials and techniques used in conducting zoning inspections and enforcement.
- Advanced skills with standard office computer software (MS Office) and a thorough working knowledge of ArcGIS and ESRI required; some proficiency with AutoCAD and other graphic software highly desirable.
- Ability to build and maintain effective working relationships with residents, co-workers, engineers, property owners and contractors.
- Ability to communicate effectively, both orally and in writing, with a broad audience including residents, developers, and elected and appointed officials.
- Ability to work well in a collaborative team as well as independently.
- Ability to meet specified and required deadlines.
- Ability to maintain confidentiality.
- Ability to walk on uneven, rough terrain to conduct zoning inspections.
- Ability to drive a motor vehicle to zoning inspection and land investigation sites.
- A strong work ethic, initiative, dependability and a desire to learn a broad spectrum of tasks in a quick-paced environment highly desired.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Ohio Driver's License.
- Ability to attend a minimum of three night meetings per month.