

## DEPARTMENT: Planning & Zoning DATE: January 2025

## POSITION: Administrative Assistant

**SUMMARY:** Under supervision from the Planning and Development Director, performs planning and development activities for the Department.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

* Works with the general public to provide technical assistance regarding planning, zoning and permitting activities.
* Reviews applicant proposals such as rezonings, site plans and subdivision plats for conformity with the Oglethorpe County Unified Development Code.
* Provides customer assistance; responds to phone calls, walk-ins and e-mail requests for information.
* Maintain accurate records, including Official Zoning Map.
* Performs special projects as assigned.
* Supports the relationship between Oglethorpe County and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and County staff; maintains confidentiality of work-related issues and County information; performs other duties as required or assigned.
* *Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.*

## KNOWLEDGE AND SKILLS:

**Knowledge of:**

* County organization, operations, policies, and procedures.
* Principles and practices of planning, zoning and land use.
* Local and state laws governing environmental and land use.
* Local codes and ordinances.
* Site plan review methods
* Georgia Planning Act.
* Geographic Information Systems (GIS).
* Principles and practices of project management.
* Business and personal computers, and spreadsheet software applications.

## Skill in:

* Handling situations requiring diplomacy, fairness, firmness and sound judgment.
* Providing efficient customer service.
* Understanding and applying policies and procedures, and applicable federal and state regulations.
* Reading and interpreting codes.
* Organizing and maintaining records and analyzing data.
* Establishing and maintaining cooperative working relationships.
* Communicating effectively verbally and in writing.

## PREFERRED QUALIFICATIONS:

High School diploma AND two years’ experience in fields of planning, permitting, real estate or Geographic Information Systems

## LICENSE AND CERTIFICATION:

Possession of a valid driver’s license.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed primarily in a standard office environment with some exposure to an outdoor work environment. May be required to lift and carry items weighing up to 10 pounds.

## COMPENSATION:

DOE