

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Planning Project Coordinator	<u>CLASS NUMBER:</u> 40302	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A10	<u>POSITION CONTROL #:</u> 051111
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Planning Administrator (051110)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Planning Project Coordinator classification is to coordinate and review zoning applications, building permits, and planning projects for compliance with applicable local, state and federal rules and regulations.

JOB DUTIES:

Receive and review applications for a variety of building and zoning permits, including electrical, HVAC, sign, fence, variance, conditional use, lot splits, annexations, re-zonings, and major subdivisions, etc. Verify completeness and accuracy of building and zoning permit applications and accepts them for processing. Identify compliance issues and recommends approval or corrective action or forwards application to appropriate personnel as needed. Prepare related reports and correspondence. Coordinate with local, state and federal agencies as needed. Conduct meetings. Make recommendations and presentations to various county zoning boards.

Answer questions and advises developers, contractors, land owners and the general public of the planning and community development processes, zoning resolution, and related laws and requirements. Conduct public meetings to discuss planning and development issues. Perform analysis of and reviews recommendations of other staff members regarding zoning and building codes and development standards. Research state and local zoning information. Analyze current and historical data for proper use of properties. Interpret zoning, development, subdivision, and building ordinances, and provides explanations to clients. Prepare, submit and present related reports and recommendations to county staff, county boards, and the general public.

Maintain department files and records. Enter and updates information in county's online tracking system. Create new files and purges old data as appropriate. Make copies and forwards documentation to appropriate parties. Respond to public information requests. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policy and procedures; government structure and process. Skill in: equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED supplemented by vocational or technical training in engineering, community planning, building trades, or related field with three (3) years of experience in permitting, interpreting zoning and building ordinances or related field.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date