



# Spalding County

INVITES YOUR INTEREST IN THE POSITION OF

## Senior Planner

**Spalding**  
COUNTY

# SPALDING COUNTY – AN EXCEPTIONAL OPPORTUNITY



## SPALDING COUNTY

Spalding County, GA is beautifully located approximately 35 miles south of Hartsfield-Jackson International Airport in Atlanta. This is the perfect combination of big-city amenities and small-town charm. Take a stroll down the beautiful tree-lined streets and enjoy the City of Griffin's vibrant and walkable downtown. The County boasts a library, airport, as well as a regional hospital. Convenient access to Interstate 75 and rail lines makes it an ideal choice for new industry growth.

Just a 3.5-hour drive to the southeast, one will find themselves surrounded by the beaches and old southern charm of Savannah, GA. A quick 2.5-hour drive to the north one will be surrounded by the sprawling views and start of the Appalachian Trails, in the Blue Ridge Mountains.

One will not have to look far for educational opportunities as both the University of Georgia's Griffin campus and Southern Crescent Technical College are both situated in the heart of Spalding County. Weekends can be filled engrossed in the arts community with regular performances hosted by Griffin Ballet, Camelot Theatre, Griffin Choral Arts, and Main Street Players.

Spalding County encompasses 763 acres of public parks with 23 playgrounds, Quarry's Edge Mountain Bike complex, three community centers and a 27,000 sf Senior Center. In 2019, a world-class pickleball complex was constructed and Spalding County was recently named disc golf capital of the southeast, being home to 4 courses. In 2020, the Georgia Recreation and Park Association (GRPA) named Spalding County Agency of the Year for the State of Georgia!

From beautiful mansions to renovated lofts downtown, Spalding County has housing to suit all needs. Just a few miles outside of town, one will find the finest country living around with acres and farming potential. Sun City Peachtree, an active 55+ community with world-class amenities is located in the northeast area of the county.



## THE POSITION

Under limited supervision, performs various administrative and professional planning duties. Supervises all current and long-range County planning. Assists with business registration and alcohol license activities of the County, as well as record keeping for County building inspection program. Serves as technical advisor to the Planning Commission and Board of Appeals. Reports to the Community Development Director.

## Essential Functions of the Position

- Responsible for primary administration of the Spalding County Zoning Ordinance and relevant comprehensive planning initiatives.
- Coordinates various grants for the Department, including (but not limited to) Community Services Block Grant (CSBG) and Community Development Block Grant (CDBG).
- Assists the Planning Commission in developing and maintaining a comprehensive plan and unified development regulations.
- Supervises and evaluates assigned staff, handles employee concerns and problems, directing work; and counsels employees as the need may arise.
- Administers necessary office procedures, policies, forms, and applications.
- Reviews preliminary plats, construction plans, and final plats for conformity with development ordinances.
- Reviews zoning applications, variances, and special exception requests; creates staff reports to the Planning Commission, Board of Appeals, and Board of Commissioners regarding same.
- Attends staff meetings, workshops, and conferences to assist various County officials. Attends and participates in public hearings to discuss, develop, and explain plans and recommendations to citizens. Such meetings may be outside normal office hours.
- Responds to various questions from citizens regarding planning services and grant programs.
- Assembles and analyzes complex data related to planning, land use, and urban services delivery.
- Coordinates County planning activities with similar activities undertaken by regional, state, and federal agencies. Serves on related task forces and panels.
- Performs site inspections prior to and during the development stage.
- Assists surveyors, engineers, developers, and other citizens with development-related questions.
- Performs other duties as required.





## Training & Qualifications

Bachelor's degree in urban/regional planning, public administration, or related field with 3 years of planning or grant administration experience. Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered. Must possess, or have the ability, to obtain a valid Georgia driver's license.

## ADA Minimum Qualifications

- **PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines such as calculator, typewriter, computer, printer, facsimile, telephone, copier, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds force frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.
- **DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.
- **INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.
- **LANGUAGE ABILITY:** Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports and essays with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.
- **INTELLIGENCE:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation.
- **VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions.
- **NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide figures; determine percentages; determine time and weight.
- **FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment and recording devices.
- **MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.
- **MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting motion or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.
- **COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.
- **INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions.

The worker needs to relate to people in situations involving more than giving or receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

- **PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.). (Hearing - perceiving nature of sounds by ear).
- **ENVIRONMENTAL FACTORS:** Essential functions are regularly performed without exposure to adverse environmental conditions.

## Knowledge Of Job

Has thorough knowledge of the policies, procedures, and activities of the Community Development Department. Has a thorough knowledge of relevant state and federal laws, regulations or guidelines as they pertain to the performance of the duties of the position in the areas of grant administration and community development. Has thorough knowledge of principles and practices of local planning as they apply to a growing, suburban county. Has the ability to effectively perform duties within the bounds of legal obligations. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Is able to complete, process and maintain a variety of fixed asset and purchasing records, charts and logs that are required in the performance of contract administration. Has the mathematical ability to handle required calculations involving decimals and percentages. Knows how to estimate time, materials and supplies required to complete various tasks. Possesses excellent communication skills both verbal and written, and is able to maintain positive relationships with all parties involved. Has the ability to schedule daily activities and to establish short and long term priorities in order to meet established goals. Has considerable aptitude with computers. Is able to operate a variety of computer software packages (including Microsoft Word, Excel, Access, and PowerPoint) and standard office equipment. Is skilled in independent decision making, judgment and discretion as necessary to perform daily routine and non-routine tasks.

## IDEAL CANDIDATE

The ideal candidate will bring advanced knowledge of planning practices and techniques to meet the daily responsibilities, but also the demands of rapid commercial and industrial growth in the County's eastern corridor which includes construction of a new airport. The ideal candidate will be highly organized and deadline driven with the proven ability to work on multiple projects simultaneously. Excellent technical writing skills with proper spelling, grammar and punctuation are critical for professional communications with staff, developers and the general public.





# Spalding COUNTY



## COMPENSATION AND BENEFITS

The expected starting salary range for this position is \$62,800 – \$68,000 (depending on qualifications of the selected candidate). Spalding County offers a competitive compensation and benefits package for employees, including medical, dental, vision insurance, and voluntary life insurance, short-term and long-term disability benefits, as well as a 401k and a generous leave program including compensatory time off. Relocation reimbursement is negotiable.

## HOW TO APPLY

Interested candidates must submit by email to [jeffhale1968@gmail.com](mailto:jeffhale1968@gmail.com): a cover letter, resume, and a list of five job related references (with names, email addresses and phone numbers), and salary history no later than close of business on **October 22, 2024**. For questions contact Jeff Hale at [jeffhale1968@gmail.com](mailto:jeffhale1968@gmail.com) or (706) 371-6126.



MERCER GROUP ASSOCIATES

*Spalding County supports a policy of non-discrimination with employees and applicants for employment. No part of employment within the County will be influenced in any manner by age, color, religion, sex, race, national origin, veteran status, mental or physical disability, or any other basis prohibited by statute.*

