



FULTON COUNTY

November 3, 2016

Re: RFP# 17RFP415117B-BR Planning Services

Dear Proposers:

Attached is one (1) copy of Addendum #1, hereby made a part of the above-referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFP referenced above remain unchanged and in full force and effect.

Sincerely,

Assistant Purchasing Agent

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

In Section 3, Page 3-9, In the Staffing Cost chart, the position of "Documents and Records Coordinator" should be changed to "Records and Documents Coordinator".

Please see the attached document containing job descriptions for the positions covered in this RFP

ACKNOWLEDGEMENT OF ADDENDUM NO.1 17RFP415117B-BR Planning Services.

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the proposal submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time of December 6, 2016 @ 11:00 A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title



Fulton County, Georgia Classification Specification

RECORDS & DOCUMENTS COORDINATOR (540050)

Purpose of Classification:

The purpose of this classification is to provide administrative and clerical support in the daily operation of an assigned department.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs customer service functions in person, by telephone, or by mail: provides information or assistance regarding department services, activities, forms, procedures, fees, or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; refers complaints/problems to appropriate personnel.

Processes a variety of documentation associated with department operations within designated timeframes and per established procedures: receives, reviews, records, types, and/or distributes documentation, including contractor files, payment applications, notices to proceed, contract submittals, contractor performance reports, time sheets, work orders, certifications, transaction reports, production reports, contract renewals, accident/incident reports, overtime forms, flow reports, meeting minutes, vehicle emission reports, insurance reports, permits, and other documents; enters data into computer systems; logs, tracks, or maintains records regarding department activities; compiles data for further processing or for use in preparation of department reports; files, maintains, and stores hardcopy records; submits or forwards documentation to appropriate personnel.

Maintains file system of various files/records: prepares files, organizes documentation, and files documents in designated order; retrieves/replaces files; scans records into computer; shreds/destroys confidential or obsolete documents; conducts records maintenance activities in compliance with guidelines governing record retention.

Distributes documentation between department/staff members and internal/external individuals/agencies: operates fax machine to send/receive documentation; distributes/delivers incoming faxes, mail, or other documentation; copies and distributes forms, reports, correspondence, schedules, agendas, or other documentation.

Researches, compiles, and/or monitors administrative or statistical data pertaining to department operations: summarizes data, performs routine data analysis, and prepares reports; conducts research of department files, legal records, database records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.

Operates or uses various equipment and supplies in order to complete work assignments: operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate's Degree in Business or related field; supplemented by two years of experience in customer service, administrative or clerical work or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Fulton County, Georgia Classification Specification

PLANNER I (125020)

Purpose of Classification:

The purpose of this classification is to perform duties related to participating in defined segments of planning projects. Responsibilities include assisting with plan reviews, maintaining records, and collecting, tabulating, and storing data. This classification is distinguished from Planner II in that this class assists in conducting plan reviews and performs various administrative and planning duties under close supervision, whereas the latter performs diverse planning assignments under limited supervision.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs a variety of administrative functions associated with planning activities, such as maintaining records and program information, drafting and reviewing correspondence, and providing public information.

Responds to requests for information related to planning services and assists in conducting plan reviews: intakes, reviews and makes recommendations for petitions for rezoning, modifications of zoning, use permits, variances, subdivision plat approval, floodplain related development activity, and/or other planning related activities as assigned.

Participates in defined segments of planning projects, including conducting research as assigned.

Prepares specifications and plans for landscaping and park improvements.

Collects, tabulates, and stores data in addition to maintaining population-based statistical indicators: provides demographic information to agencies and the public and generates summary reports utilizing internal County resources or external data sources; and researches and analyzes statistical data for use in planning activities.

Develops and updates County databases for land use and related activities.

Manages planning review and compliance for land disturbance permit plans; manages as-built acceptance and review; reviews floodplain, stream buffer, and river corridor plans for environmental compliance and approval; and responds to customer inquiries about environmental laws and regulations, and all other development regulations.

Performs site inspections for compliance reports: maintains database on status of current development projects; facilitates correspondence between the County and developers regarding completion/timelines for required infrastructure work.

Responds to Open Records requests: informs requestors of the Open Records law procedures; responds within mandated response times; provides requested information; and responds in writing to all written communications including provisions for charges, as applicable by law.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in planning, architecture or a related field required; supplemented by one year of experience in of experience in a planning related discipline; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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Fulton County, Georgia Classification Specification

PLANNER II (125019)

Purpose of Classification:

The purpose of this classification is to perform duties related to conducting specialized planning activities. Responsibilities include conducting analytical and statistical studies to determine the impact of proposed development on the public. This classification is distinguished from Planner III in that this class performs diverse planning assignments under limited supervision, whereas the latter provides lead direction to assigned staff in addition to playing a lead role in interdepartmental teams and planning projects.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs specialized planning activities in various areas, such as comprehensive planning, transportation, land use, and recreational planning.

Provides technical assistance to public and private organizations/individuals; reviews program applications and recommends appropriate actions; verifies that proposed sites or business locations are located within County's jurisdiction or redirects to correct government entity; identifies current applicable regulations and approved conditions controlling the site; assists with program specific documentation; and plans, develops, and participates in planning projects.

Researches and evaluates project data; oversees and prepares plans, designs, specifications, and project budgets; reviews site plans for compliance with the conditions of zoning, building setback and subdivision regulations for issuance of construction permits; reviews plans for compliance with sign regulations; communicates with other County departments for comments about proposed uses; and issues signs and administrative permits.

Develops and updates various County databases, such as maps and infrastructure.

Performs administrative functions in support Board of Zoning Appeals and the Community Zoning Board: notifies Board members of scheduled meetings and briefings; prepares and provides agendas, voting forms for petitions and minutes of previous hearing; records meeting attendance and voting actions; transcribes minutes and creates official meeting reports; and prepares payment vouchers for members.

Serves as a staff planner to appointed committees, advisory boards, and commissions.

Prepares and analyzes comprehensive rezoning and use permit recommendation plans.

Intakes and processes infrastructure surety bonds in accordance with Fulton County regulations and Departmental standard operating procedures; maintains files and database for development projects with bonds; ensures that bonds are in good standing; ensures that required infrastructure is built as approved and per required standards prior to release of bonds; redeems bonds as appropriate, per the terms; and coordinates with surety companies, banks, principles and developers and the County Attorney's Office.

Assists in preparing grant proposals and funding recommendations.

Schedules and participates in public meetings and hearings.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in planning, architecture or a related field required; supplemented by one year of experience in a planning related discipline; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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Fulton County, Georgia Classification Specification

PLANNER III (125018)

Purpose of Classification:

The purpose of this classification is to serve as a lead on planning projects and interdepartmental planning related teams. Responsibilities include providing lead direction to assigned staff, providing technical assistance to outside organizations, and preparing functional elements of assigned planning programs. This classification is distinguished from Planner, Senior in that this class provides lead direction to assigned staff and serving a lead role on planning projects and interdepartmental teams, whereas the latter supervises assigned staff in addition to developing planning priorities and coordinating planning projects.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Leads and coordinates daily work activities of assigned crew or co-workers: confers with supervisor to obtain direction regarding work assignments and priorities; organizes tasks in order to complete assigned work; monitors status of work in progress and inspects completed work; confers with co-workers, assists with complex/problem situations, and provides technical expertise; assists with training and instructing co-workers regarding operational procedures and proper use of equipment; and assists with supervision of co-workers by reporting employee problems and providing input on disciplinary action and employee performance evaluations.

Serves as a lead on interdepartmental teams and planning projects: manages specific projects as assigned; oversees and reviews project execution and provides project criteria to other professionals; and assists with scheduling and coordinating project activities.

Provides technical assistance to public and private organizations/individuals: reviews program applications and recommends appropriate actions; verifies that proposed sites or business locations are located within County's jurisdiction or redirects to correct government entity; identifies current applicable regulations and approved conditions controlling the site; assists with program specific documentation; and plans, develops, and participates in planning projects.

Generates specialized and target area plans, prepares functional elements of assigned planning program, and develops program policies and procedures.

Oversees the administration of contracts and grants and develops funding processes.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including legal descriptions, surveys, site plans, deeds, sales agreements, and other items; reviews, completes, processes, forwards or retains as appropriate.

Prepares or completes various forms, reports, correspondence, and other documentation, including agenda, minutes, applications, and payment vouchers; compiles data for further processing or for use in preparation of department reports; maintains computerized and/or hardcopy records; and coordinates statistical and analytical studies and produces computer-generated reports.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in planning, architecture or a related field required; supplemented by three years of experience in a planning related discipline; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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Fulton County, Georgia Classification Specification

SENIOR PLANNER (125016)

Purpose of Classification:

The purpose of this classification is to perform duties related to supervising assigned staff in the planning division, reviewing plans for compliance with zoning laws and processing petitions filed for rezoning, modification of zoning, use permits and variances so that appropriate Boards can take proper legal action. Responsibilities include developing planning priorities, coordinating planning projects, and developing and recommending policies and procedures. This classification is distinguished from the Planner III in that this class supervises assigned staff in addition to developing planning priorities and coordinating planning projects, whereas the latter provides lead direction to assigned staff on planning projects and interdepartmental teams.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; establishes workloads and prioritizes work assignments; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Develops planning priorities and coordinates planning projects with County staff, members of the community, and consultants.

Evaluates programs and proposals for compliance and interprets policies established by the Board of Commissioners; forecasts needs; estimates costs and prepares budgets; and defines program objectives.

Processes requests for rezoning, modification of zoning, use permits, and variance requests; interprets zoning laws, gathers background information regarding the submittal and analyzes application based on previous Board action in the area, the Comprehensive Land Use Plan Map and Plan policies; offers guidance and makes recommendations to applicants; gathers information to include in zoning/variance application write ups; prepares zoning agenda and tracks zoning items to ensure deadlines for public hearing, advertising, sign posting, and other requirements are met; analyzes requests and makes recommendations to the Board of Community Zoning Board, Board of Commissioners, and Board of Zoning Appeals for consideration; updates any action taken by the Boards during the process and writes up all final decisions; and posts actions on Department's website.

Assists in development of zoning and planning policies, regulations and procedures for consideration and adoption by the Board of Commissioners; analyzes and compiles text amendments to the Fulton County Zoning Resolution, Subdivision Regulations and other zoning regulations in order to remain current and applicable for the health and safety of the citizens of Fulton County.

Review land disturbance permits, building permits, sign permits, and other plans for compliance with zoning and Overlay District regulations.

Provides customer service; answers questions from the public, coworkers and Staff from other Departments regarding zoning & planning issues; informs prospective buyers/sellers of applicable rules and regulations; provides advice on County regulations and standards; conducts pre-application meetings with rezoning & variance applicants; confers with community leaders to keep them informed of upcoming zoning issues; and briefs County administrators on current zoning/modification/variance requests.

Administers contracts and grants and develops proposals and seeks funding sources.

Represents County at public hearing and meetings; conducts public meetings to aid in resolution of planning issues among parties with divergent interests, to disseminate information regarding future planning regulations, or to gather information and input from the public; represents County at public hearings regarding zoning matters; acts as County liaison between Fulton County and the Atlanta Regional Commission (ARC)/ Georgia Regional Transportation Authority (GRTA) for Development of Regional Impact (DRI) projects; and serves on committees when they propose a revision to their regulations.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles and practices relating to zoning and planning; reads professional literature; maintains professional affiliations; and attends meetings, workshops, hearings, and training sessions as required.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in urban planning, architecture or a related field required; supplemented by five years of experience as a professional planner, including experience in program administration and lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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*Please note that this job title and description is currently under review as part of the Archer Pay and Classification Study. For the purposes of the RFP, please utilize this job description for the title listed as Deputy Director.

Assistant Director, Planning & Community Services (125028)



Fulton County, Georgia Classification Specification

ASSISTANT DIRECTOR, PLANNING & COMMUNITY SERVICES (125028)

Purpose of Classification:

The purpose of this classification is to perform duties related to directing the administration, management and coordination of Community Services operations. Responsibilities include managing departmental programs, including animal services, business license, parks maintenance, recreational services, and economic development activities for Unincorporated South Fulton County.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; makes hiring and termination decisions/recommendations; develops and oversees employee work schedules to ensure adequate coverage and control; establishes workloads and prioritizes work assignments; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Manages and administers multi-departmental projects, programs and initiatives: oversee operations of Parks and Recreation Division including park facilities and recreational programs/services; oversees and administers provision of Economic Development services for the Special Services District; and oversees coordination of county-wide animal services.

Plans, organizes and administers daily operations of the Parks and Recreation Division: implements rules, regulations, policies and procedures for community and park service operation; coordinates division projects, initiatives, budgeting, plans, recreational programming, park maintenance, capital projects, vendor management and strategic planning; monitors/evaluates efficiency and effectiveness of programs, marketing strategies, and service deliverables; and responds to and resolves citizens' complaints concerning community service and park operations.

Plans, organizes and administers daily operations of the Division of Animal Services: coordinates county-wide services including coordination with incorporated cities in Fulton County; administers animal care and shelter maintenance initiatives, budgeting, capital improvement plans and projects, and strategic partnerships with animal advocacy groups and individuals; ensures provision of customer service; responds to citizen concerns; manages vendor service contracts; and participates in strategic planning initiatives.

Develops financial and/or economic incentive programs to encourage the attraction and retention of quality and diverse residential, commercial, retail, and industrial projects in Unincorporated South Fulton County.

Manages and assists with issuance and administration of business licenses; enforces ordinances relative to business license issuance and maintenance; initiates processes for collection of delinquent fees; and works with private sector businesses in unincorporated Fulton County to facilitate economic development.

Coordinates multi-departmental projects, initiatives, budgeting, and plans for County Special Services District: functions as department liaison to homeowners associations, developers, business owners, Athletic Associations and citizens; performs public relations functions; conducts meetings with stakeholders; responds to inquiries and concerns; prepares presentations and responds to media requests including television, radio, and print.

Manages and administers county-wide service contracts for assigned department.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in business or public administration, urban planning, parks and recreation administration, or a related field required; supplemented by five years of progressively responsible experience managing economic development programs, parks and recreation programs/services, and/or community services; to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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