



ZONING ADMINISTRATOR

DEPARTMENT: GROWTH MANAGEMENT
GRADE 42

CHARACTERISTICS OF THE CLASS:

Under general direction of the Growth Management Director, performs professional and administrative work in the enforcement of the City's Zoning Ordinances, as well as in the preparation of special studies for the Department. The incumbent's primary duties involve gathering information and developing a database for enforcement of zoning laws, overall code enforcement, investigating and inspecting zoning cases, reviewing and approving building permit applications, responding to zoning complaints, and preparing staff reports, maps, and mailings for the Board of Zoning Appeals. Work is reviewed through conferences and written assignments for adherence to established policies and procedures and for results obtained.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Enforces and interprets City's Zoning Ordinances and regulations; directs field investigations; responds to zoning complaints.
2. Researches information and develops a database for zoning enforcement; enters information and maintains database.
3. Enforce conditions associated with conditional use permits and special exceptions; processes applications for variances and special exceptions.
4. Acts as staff liaison to the Board of Zoning Appeals; responds to inquiries by the public and at Board public hearings; prepares reports, maps, and mailings for the Board of Zoning Appeals meetings.
5. Represents the Department in court cases involving zoning violations; assists in the review of site plans; prepares reports and other mailings.
6. Reads zoning and other geological maps; revises zoning maps; provides technical assistance to other departments as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree in Urban Planning or related field from an accredited college or university; supplemented by one (1) year of planning or zoning experience; or an equivalent combination of training and experience.

B. Knowledge, Abilities, and Skills:

Knowledge of the methods and procedures involved in the review and issuance of building permits.

Knowledge of the City's Zoning Ordinance, codes, and related regulations.

Knowledge of departmental and City rules, regulations, policies, and procedures.

Knowledge of modern information Systems and software.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, and the general public.

Ability to review; analyze, and interpret data and complex plans.

Ability to communicate information tactfully and impartially.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 8,9