

POSITION: Zoning Administrator
GRADE: 10N
CODE:

FLSA: Exempt
DATE: 8/98 Rev. 1/16

Job Summary: Manages day-to-day zoning permit operations, reviews plans and assists citizens; enforces the provisions of the zoning ordinance; advises planning commission, Board of Appeals, County Executive and County Council on zoning matters; performs other duties as assigned.

Essential Functions:

1. Assures compliance with zoning laws, ordinances and regulations;
 2. Conducts on-site inspections to assure that structures are located in compliance with zoning codes;
 3. Advises builders and arranges for cease and desist orders;
 4. Assigns and supervises the work of the zoning inspector, resource inspector, and administrative aide;
 5. Assists public with zoning issues and complaints;
 6. Reviews rezoning petitions, variances, and special exceptions and opinions;
 7. Notifies developers when violations are determined;
 8. Meets with developers, attorneys, and builders during the preparation of building site plans;
 9. Issues zoning certificates, salvage yard licenses and certificates of zoning;
 10. Prepares annual reports;
 11. Performs other duties as instructed and assigned.
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Required Knowledge, Skills, and Abilities:

1. Thorough knowledge of zoning ordinance;
 2. Knowledge of problems commonly found in planning and zoning and recommended solutions;
 3. Ability to communicate effectively both orally and in writing;
 4. Ability to assign, supervise, and evaluate the work of others;
 5. Ability to establish effective working relationships with others including inspectors, county boards and elected officials, attorneys, and the public.
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Education and Experience:

1. Bachelor's Degree in Planning or related field;
2. 2 years experience in a public agency including inspections or code enforcement work;
3. Valid Driver's License.

Physical and Environmental Conditions: Work requires light physical effort in the handling of light materials and equipment in non-strenuous work positions.

Work involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, e.g., use of safe work practices with office equipment, avoidance of trips and falls, and/or working in moderate outdoor weather conditions.

The above job description is not intended as, nor it should be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.