

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Matthew Tucker

Work Phone: 266-4569

2. Class Title (i.e. payroll title):

Zoning Administrator

3. Working Title (if any):

Zoning Administrator

4. Name & Class of First-Line Supervisor:

George Hank, Director, Building Inspection Division

Work Phone: 266-4849

5. Department, Division & Section:

Planning and Community and Economic Development, Building Inspection Division, Zoning Section

6. Work Address:

215 Martin Luther King Jr. Blvd, STE LL-100

7. Hours/Week: 37.75

Start time: 8:00a End time: 4:30p

8. Date of hire in this position:

6/2005

9. From approximately what date has employee performed the work currently assigned:

6/2005

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10. Position Summary:

This position is responsible for the program direction, supervision, administration, interpretation, implementation, improvement and enforcement of the City's zoning and sign ordinances, MGO 28 and 33, as the Manager of the Zoning Section of the Building Inspection Division in the Department of Planning & Community & Economic Development. The work involves managing the interpretation, application and enforcement of local and State ordinances and codes pertaining to planning, zoning and signs. The position involves policy interpretation, specialized and technical knowledge, and is responsible for decisions of significant impact. This position requires a high degree of collaboration with other Divisions and Departments in the City. This position entails performing liaison responsibilities to appropriate ad-hoc and permanent City Boards/Committees/Commissions and establishing and maintaining strong lines of communication with the development community. The work is performed under the general supervision of the Building Inspection Division Director.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Zoning code

1. Primary point of contact for customers, including alders, developers, neighborhood association leadership, citizens, other City staff, media, and other interested parties regarding developments, both existing and proposed, as they relate to the City's zoning code.
2. Analyze development concepts for compliance with the Zoning ordinance; provide technical and process-related feedback for development proposals, in both verbal and written form.
3. Review all proposed ordinance changes and provide recommendations and professional advice to City staff, boards, commissions and alderpersons, and other interested parties regarding proposed changes.
4. Provide day-to-day interpretation and implementation of the City's codes relative to development projects.
5. Maintain the City records database for past zoning approvals of projects.

25% B. Sign code

1. Meet with customers regarding proposed signage projects.
2. Review all proposed changes and provide recommendations and professional advice to City staff, boards, commissions and alderpersons regarding proposed changes.
3. Assign sign permits to staff, and assist staff in complex reviews of permit requests for signage.
4. Attend signage-related educational seminars to keep up on current trends relative to signage and their regulation.
5. Maintain the City records database for past signage project approvals.

15% C. Supervisory activities

1. Direct zoning staff in regard to administration and enforcement of the City's zoning and sign codes.
2. Daily general supervision of zoning staff, and assistance with supervision of other staff in the absence of other Building Inspection Division supervisors.
3. Review and approve the issuance of Municipal Citations and case referrals to the City Attorney for prosecution.

15% D. Board/Committee/Commission, business group, Civic Organization, Neighborhood Association supportive work

1. Primary staff support to the Madison Zoning Board of Appeals, and assist with City staff support for other boards, commissions and committees, as requested.
2. Review all proposed changes and provide recommendations and professional advice to City staff, boards, commissions and alderpersons, and other interested parties regarding proposed changes
3. Attend business, neighborhood, civic group meetings when requested.
4. Prepare and present professional-level oral and written presentations.

5% E. Other duties as assigned

1. Direct enforcement activities relative to land use plan approvals for the Department of Planning and Community and Economic Development, Traffic Engineering Division, City Engineering division and Madison Fire Department
2. Represent Building Inspection Division and DPEC department at meetings, conferences and other public engagements, as assigned.
3. Review fee structure and revenues relative the zoning and sign code, to ensure appropriate fees are being collected relative to requests for service and review.
4. Respond to media inquiries.

12. Primary knowledge, skills and abilities required:

- Extensive knowledge of the practices and principles of community planning, especially as it relates to zoning and code administration, and including the principles of Form-based and Euclidean zoning.

- Ability to evaluate complex zoning and code cases and write clear, concise professional reports and opinions.
- Ability to communicate and translate complicated code and zoning issues with the public in a clear and concise manner.
- Working knowledge of building principals, including architecture and construction.
- Ability to prepare and deliver professional-level oral and written presentations.
- Ability to conduct original research and make sound administrative analysis relating to policy issues.
- Knowledge of legislation and regulations and policies concerning codes, zoning, interpretation and enforcement.
- Strong personal computer usage skills, including word processing, data manipulation, GIS, PowerPoint.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None.

15. Physical requirements:

- Ability to work in a fast-paced and high stress environment
- Ability to lift 50lbs.

16. Supervision received (level and type):

Division Director, advisory and review

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).
☐ has no leadership responsibility.
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☒ I prepared this form and believe that it accurately describes my position.
☐ I have been provided with this description of my assignment by my supervisor.
☐ Other comments (see attached)

EMPLOYEE

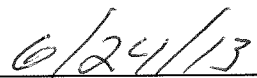
DATE

6-24-13

19. Supervisor Statement:

- ☐ I have prepared this form and believe that it accurately describes this position.
- ☒ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).


SUPERVISOR


DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.