

CITY OF MADISON POSITION DESCRIPTION

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

Katherine Bannon

Work Phone: 608-266-4569

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

Zoning Administrator

3. Working Title (if any):

Zoning Administrator

4. Name & Class of First-Line Supervisor:

Matt Tucker, CG 21

Work Phone: 608-266-4849

5. Department, Division & Section:

Planning & Community & Economic Development, Building Inspection Division

6. Work Address:

Madison Municipal Building, 215 Martin Luther King Jr Blvd, STE 017

7. Hours/Week: 38.75

Start time: 8:00AM End time: 4:30PM

8. Date of hire in this position:

12/2021

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

12/2021

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

This position is responsible for the principal law that governs the development of the City – the Zoning code. This position is responsible for interpreting, applying and enforcing past approvals and commitments. The position also is responsible for leading innovative code changes, connecting with a variety of interests, including elected officials, neighborhood stakeholders, Board/Committee/Commission members, and business owners and developers, to ensure Madison continues to thrive. The position also has the power of the law and ability to enforce for violations, requiring good independent judgement, discretion and consideration for liability. The position manages matters that require timely responses and reporting, to maintain the good standing of the City in consideration of local, state and federal regulations. Providing the highest quality of service to customers is central to the success for this position.

11. 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 31, 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 and Federal 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.

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

45% A. Zoning Ordinance

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. Prepare and 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.

20% B. Sign Control Ordinance

1. Meet with customers regarding proposed signage projects.
2. Prepare and review all proposed changes to the sign code and provide recommendations and professional advice to City staff, boards, commissions and alderpersons regarding proposed changes.
3. Provide complex reviews of signage-related inquiries or permit requests.
4. Attend signage-related educational seminars to keep up on current trends relative to signage and their regulation.
5. Provide day-to-day interpretation and implementation of the City's sign code.
6. 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.
 4. Train Zoning and Planning Division staff in the administration of the zoning and Sign codes.
- 15% D. Board/Committee/Commission, business group, Civic Organization, Neighborhood Association supportive work
1. Primary staff support to the Madison Zoning Board of Appeals
 2. Attend, present, prepare reports, and answer questions at Plan Commission, Urban Design Commission and Common Council meetings for all Zoning and Sign Code-related matters. Assist with City staff support for other boards, commissions and committees, as required.
 2. Attend business, neighborhood, and civic group meetings as requested.
 3. 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 and other private-property enforcement 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 DPCED 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. Maintain, support and encourage city-wide programs and policies related to equity and inclusion.
 5. Respond to media inquiries.

13. Primary knowledge, skills and abilities required:

- Ability to represent the City on diverse zoning and signage-related matters,
- 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-related situations and write clear, concise professional reports and opinions.
- Working knowledge of building principles, including basic architecture and construction.
- Ability to prepare and deliver professional-level oral and written presentations.
- Ability to communicate and translate complicated code and zoning issues with the public in a clear and concise manner.
- Ability to review development and construction plans in order to identify and address zoning issues.
- Ability to conduct research and make sound administrative decisions relating to policy issues.
- In-depth knowledge of legislation, regulations and policies concerning codes, zoning, interpretation and enforcement.
- Strong personal computer usage skills, including word processing, data manipulation, GIS, PowerPoint.
- Ability to exercise tact, skill and judgment in a code enforcement capacity and to facilitate compliance.
- Ability to defuse confrontational situations, mediate disputes and recognize dangerous situations.
- Ability to train, assign and lead staff.

- Ability to manage complex project schedules and deadlines.
- Ability to develop and maintain effective working relationships.
- Ability to maintain adequate attendance.

14. Special tools and equipment required:

None.

15. Required licenses and/or registration:

Valid State of Wisconsin driver's license.

16. Physical requirements:

Physical strength and ability to perform field inspections. Ability to tolerate extreme weather conditions. Also the ability to deal with stress as related to the performance of the job. Ability to lift 50 lbs.

17. Supervision received (level and type):

Division Director, advisory and review

18. 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).

19. 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).



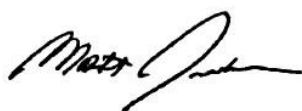
7/10/23

EMPLOYEE

DATE

20. 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

7/10/2023

DATE

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.