

ZONING ADMINISTRATOR

CLASS DESCRIPTION

General Responsibilities:

This is responsible program direction and supervisory work as the Administrator of the Zoning Section of the Building Inspection Unit in the Department of Planning and Development. The work involves managing the interpretation, application and enforcement of local and State ordinances and codes pertaining to planning, zoning and signs. Work is performed under the general supervision of the Building Inspection Division Director

Examples of Duties and Responsibilities:

Administer and participate in the City's zoning and sign approval process and programs. Oversee and participate in the dissemination of zoning information. Receive and respond to Zoning/Sign Ordinance questions. Perform related research and convey interpretations both orally and in writing. Prepare and present informational/instructional presentations for professional groups, schools, etc. Meet with clients/developers to discuss options and limitations of complying with the Zoning Ordinance while attempting to meet their objectives. Schedule and meet with developers, and alderpersons in regards to their plans. Attend pre-application meetings with clients.

Oversee and participate in the review and resolution of complex development problems. Review requests for conditional uses, re-zonings, and appeals; and take appropriate action. Review Conditional Use applications and prepare analysis for the Plan Commission. Oversee field checks of all conditional uses by subordinate Zoning staff. Receive and respond to all appeals for Zoning Board of Appeals. Function as City's technical representative for appeals and other court actions regarding zoning matters. Review and issue certificates of occupancy. Attend various meetings representing program interests.

Establish and keep record of uniform code interpretations and efficient approval and review systems. Participate in and lead process development teams along with the Planning Unit and other agencies involved in the development approval process. Maintain continuous code review. Work with the City Attorney's Office on recommending and drafting new legislation.

Supervise document management for the Zoning Section. Implement and maintain document management in conjunction with the Planning Unit.

Train, assign, supervise, and evaluate subordinate Zoning Code Officers. Provide clarification and guidance on the more complex elements of the work. Perform and/or direct field inspection, plan review, and administrative activities. Develop and maintain related records and reports, participate in the development of program enhancements and initiatives.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of the City's Zoning and Sign Ordinances and related standards. Thorough knowledge of the City's planning process in respect to Zoning issues. Working knowledge of program administration, management practices, and techniques related to zoning inspection activities, code enforcement and the issuance of zoning approvals. Working knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of basic building principles and practices, including architecture and construction. Ability to review development plans and blue prints in order to identify and resolve zoning issues. Ability to clearly and effectively communicate complex zoning and sign code issues, both orally and in written form, to Building Inspection employees, other City staff, and the general public. Ability to represent the City's position on various zoning matters. Ability to exercise tact and judgment in a code enforcement capacity and offer feasible alternatives. Ability to identify complex code violations. Ability to plan, direct, and monitor the work of subordinate employees. Ability to train, assign, and supervise field and permit counter staff. Ability to develop and maintain effective working relationships with customers, Building Inspection management and staff, and other City staff and governmental agencies. Ability to speak before large groups, answer related technical questions, and support subordinates as needed. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance.

Training and Experience:

Three years of responsible leadership or advanced-level experience involving Zoning and Sign Code enforcement. Such experience would normally be gained after graduation from an accredited college or university with a degree in Urban Planning, Construction Management, Engineering or a closely related field. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Physical Requirements:

The incumbent will be expected to physically travel to various locations throughout the City and surrounding area as part of the job duties. Otherwise, work is performed in a traditional office setting. The incumbent may be expected to attend meetings outside the normal work schedule, including evenings and weekends.

Department/Division	Comp. Group	Range
Building Inspection	18	14

Approved: _____
 Brad Wirtz
 Human Resources Director
 Date