

ZONING ADMINISTRATOR PLANNING & ZONING

REPORTS TO: City Manager

FLSA STATUS: Exempt

PAY GRADE:

Purpose of Job

The purpose of this job is to manage and administer the day-to-day functions of the Zoning Department for the Government. Duties and responsibilities include, but are not limited to, establishing policies and procedures, delivering presentations, setting goals, preparing budgets and performing additional tasks as assigned.

Essential Duties and Responsibilities

The following duties are normal for this job. Other duties may be required and assigned.

Interprets ordinances and answers questions from staff and the public.

Establishes and administers departmental policies and procedures; establishes the annual goals for the department.

Prepares the departmental budget; monitors expenditures under the current budget.

Administers, enforces and supervises the enforcement of city zoning ordinances, code of ordinances and development regulations.

Reviews and processes all annexation, zoning, rezoning, and conditional use applications and schedules all hearings in accordance with regulations.

Reviews and administers plan review and land development issues ensuring compliance with construction, locations, set back and land use requirements.

Represents the Planning Department before the Municipal Planning Board, Mayor and Commission, and various other commissions, committees and groups concerned with planning and zoning processes and issues.

Serves as liaison between the department and the public, elected officials, and other Unified Government departments.

Answers the public's questions in regard to planning and zoning.

Writes reports and studies; types memos and reports when necessary.

Makes zoning presentations; reviews site plans; reads and interprets maps.

Performs other related duties as required.

Knowledge, Skills and Abilities

Has knowledge of the principles, practices and procedures of local government and the operations and functions of a Planning Department. Has knowledge of management, planning and zoning, policies and procedures as necessary in the completion of daily responsibilities. Is able to develop and administer policies, procedures, plans and activities. Is able to develop and implement long-term goals for the department in order to promote effectiveness and efficiency. Has extensive knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the specific duties and responsibilities of the job. Keeps abreast of any changes in policy, methods, operations, budgetary, and equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the Government as they relate to the Planning Department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has the mathematical ability to handle required calculations using statistical calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret personnel and financial reports and related materials. Is knowledgeable of the principles and practices of planning and land use law, public administration practices and principles, G.I.S. and of the operations of computers and software. Possesses skills in preparing and delivering public presentations, and oral and written communication.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in planning, engineering, public administration or related field required and six years of planning and zoning, personnel, and budget preparation or related experience preferred; a Master's degree in planning and zoning, public administration or related field is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience is preferred but not required. Must possess a valid driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machinery and equipment including a computer, typewriter, calculator, copier, fax machine, shredder and telephone. Must be able to use body members to work, move

or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

INTERPERSONAL COMMUNICATION: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors. Requires the ability to read a variety of informational documentation, directions, instructions, methods and procedures. Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Requires the ability to speak to people with poise, voice control, and confidence. Requires the ability to deal with people beyond giving and receiving instructions. Includes giving assignments and/or directions to co-workers or assistants. Must be adaptable to performing under moderate stress when confronted with an emergency.

VERBAL APTITUDE: Requires the ability to read a variety of reports, letters, time sheets, invoices, plats, job applications, studies, ordinances and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare reports, studies, letters, memoranda, ordinances, policy statements, budgets, time sheets and maps using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and groups of people with poise, voice control, and confidence. Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management. Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including engineering, legal, planning, personnel, budgetary, land use and construction terminology. Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize determine percentages; interpret graphs; compute discount, interest, profit and loss, ratio and proportion; perform calculations involving variables, formulas, square roots and polynomials; perform statistical calculations which include frequency, distribution, reliability and validity of tests, correlation's techniques, factor analysis and econometrics.

MOTOR COORDINATION: Requires the ability to inspect items for proper length, width, and shape, visually with computer, overhead projector, engineer scale, architect scale and calculator. May require the ability to coordinate hands and eyes in using computer, projector, engineer scale, architect scale and calculator. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination. May require the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via

telephone.