

Job Description: **Zoning Administrator/Chief Code Enforcement Officer**

Position Type:

Full-Time (37.5 Hours Per Week) with Full Benefits

Salary:

Depends on qualifications; targeted hiring range of \$55,000.00 to \$60,000.00

Work Hours:

Monday to Friday 8:00 am to 4:00 pm, with occasional work on evenings and weekends to support after-hours code enforcement staff.

FLSA Status:

Exempt

Closing Date:

First review of applications will take place on July 30, 2021. The position will remain open until filled.

Job Summary

Under limited supervision, the Zoning Administrator/Chief Code Enforcement Officer performs a variety of technical and professional duties in support of the town's planning, zoning, and code enforcement functions. The Zoning Administrator/Chief Code Enforcement Officer interprets, monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, business licensing, permitting, nuisance abatement, and health and safety issues. The position is responsible for reviewing land use and development plans for conformity with town regulations; providing technical assistance and guidance to elected and appointed officials; responding to inquiries, complaints, and requests for service, and for supervising assigned staff, including part-time code enforcement officers. The Zoning Administrator/Chief Code Enforcement Officer is appointed by the Mayor and Town Council and reports to the Town Administrator.

Minimum Training & Experience

- A minimum of a bachelor's degree in city/regional/urban planning, architecture, public policy, public administration, criminal justice, or related field is required.
- A minimum of two years' experience in planning, zoning, land use, land development, and/or code enforcement work is required. Prior government experience, specifically, municipal government experience, is strongly preferred. Prior experience working in a coastal community is also a plus.
- Proficiency in Microsoft Office Suite is required, including Word, Excel, Access, Outlook, and PowerPoint. Prior experience with GIS/mapping software is also preferred.
- Must possess a valid South Carolina Drivers' License.
- Successful candidate must be self-motivated, highly organized, able to perform multiple tasks concurrently, and able to work independently and as part of a team.
- The town reserves the right to consider any combination of relevant education and experience that demonstrates a candidate's ability to successfully perform the duties of the position.

- The successful candidate will be subject to a pre-employment criminal background check, drug screening and employment verification.

Desirable Knowledge, Skills and Abilities

- Must be capable of developing and maintaining a working knowledge of applicable town ordinances, state statutes (including the South Carolina Local Government Comprehensive Planning Enabling Act of 1994), regulations, caselaw, standards, practices, programs, goals, policies, and procedures pertaining to the specific duties of the Zoning Administrator/Chief Code Enforcement Officer.
- Considerable knowledge of administrative practices and procedures.
- Knowledge of business English, spelling, grammar, and vocabulary.
- Ability to perform technical work in reviewing and approving land use and development permits.
- Ability to interpret engineered site plans, subdivision plans, construction drawings, architectural drawings, diagrams, specifications, codes, and building regulations.
- Ability to investigate alleged violations of town ordinances.
- Ability to research, prepare, and present proper documentation in the prosecution of violations of town ordinances before the Municipal Judge.
- Ability to maintain official records and prepare accurate reports.
- Ability to perform research and present findings in a clear, concise, and effective manner.
- Ability to communicate, both orally and in writing, to a variety of audiences and stakeholders, including the ability to read, understand, interpret and explain laws, regulations, and technical information to the public.
- Ability to exercise tact and courtesy while interacting with landowners, developers, governmental officials, and the general public.
- Ability to operate and utilize computer-aided software including, but not limited to, GIS/mapping programs, in the performance of daily activities.
- Ability to effectively manage and direct the work of individuals under his or her supervision.
- Ability to take initiative to fulfill duties under limited supervision.

Specific Duties

Planning & Zoning Functions

- Coordinates the development of studies and reports in support of new and updated plans, programs and regulations including, but not limited to, periodic review and updating of the town's comprehensive plan, Development Standards Ordinance, and official Zoning Map.
- Reviews complex development proposals and site plans for conformance with town codes, plans, and regulations.
- Coordinates the review of major development projects with officials from Charleston County, St. Johns Fire District, SCDHEC Office of Ocean and Coastal Resource Management (OCRM), SCDOT, and the U.S. Army Corps of Engineers, as applicable.
- Evaluates or assists in the evaluation of re-zoning requests, annexation requests, text amendments, site plan reviews, special use permits, zoning variances, and other proposals.

- Prepares and presents detailed reports on development proposals to elected and appointed officials.
- Provides staff support to the Planning Commission and Board of Zoning Appeals, including the preparation of meeting agendas, meeting minutes, staff reports, and other relevant materials.
- Provides information and guidance to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations, assessments, and inspections to ensure consistency with approved development plans and/or the town's Development Standards Ordinance.
- Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing and other computer programs, etc.
- Performs a variety of clerical and administrative functions in support of assigned duties; filing, answering phones, preparing correspondence, etc.

Code Enforcement Functions

- Serves as a resource to the public to ensure compliance with applicable provisions of the Town Code and Development Standards Ordinance.
- Receives, investigates and responds to public complaints, inquiries, and requests for assistance.
- Interprets and enforces town codes and regulations fairly, consistently, and without prejudice.
- Actively patrols the community to identify potential violations of town codes and regulations and initiates enforcement activities when necessary.
- Prepares correspondence and issues orders to establish compliance with town ordinances.
- Investigates, documents and, where necessary, testifies before the Municipal Judge concerning alleged violations of town ordinances.
- Supervises a team of part-time code enforcement officers to support the town's code enforcement functions outside of regular business hours, including evenings and weekends.
- Maintains records of all code enforcement activities, including those undertaken by individuals under his or her supervision.
- Regularly communicates and coordinates with officials from the Charleston County Building Inspection Services Department, SCDHEC Office of Ocean and Coastal Resource Management (OCRM), the Seabrook Island Property Owners Association, the town's beach patrol contractor, and part-time code enforcement officers.
- Handles all code enforcement cases with professionalism and tact.
- Performs other related duties as assigned or required to meet organizational needs.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Position Individual Requirements

- Maintains confidentiality of nonpublic information in all aspects of the job, whether information relates to people, activities, or plans.
- Exercises initiative, independent judgment, and discretion in fulfilling job duties.
- Maintains positive customer-focused relationships with co-workers, supervisors, agencies, the public, and all other internal and external customers.
- Consistently demonstrates courteous and professional customer service skills.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

THE TOWN OF SEABROOK ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER.

It is our goal to provide applicants and employees with equal employment opportunities in recruitment, hiring, benefits programs, training, promotion, leave practices, rates of pay, and selection for supervisory positions without regard to sex, genetic information, age, race, color, national origin, religion, military/veteran status, or disability.