



## CITY OF COLUMBIA

# Zoning Administrator

### JOB SUMMARY

This position administers the City's zoning ordinance that regulates the use and development of land within City limits; supervises the enforcement of all provisions of the zoning ordinance; issues appropriate permits and certificates for all construction or change in use of land, and performs related professional, administrative and supervisory work as required. The incumbent works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings.

### ESSENTIAL JOB FUNCTIONS:

- Administers the programs and operations of the Zoning Division of the Planning and Development Services Department, ensuring division compliance with applicable federal, state and local laws and regulations;
- Supervises division professional, technical and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; allocating personnel; acting on employee problems; recommending employee discipline and discharge;
- Reviews the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed;
- Interprets, administers and enforces all adopted regulatory codes and ordinances pertaining to zoning; meets with engineers, contractors, developers, property owners and others to discuss zoning issues;
- Evaluates the existing zoning ordinance and recommends changes as appropriate; updates zoning maps as appropriate;
- Oversees zoning enforcement processes, including variance requests, special exception requests, administrative appeals, etc.;
- Reviews and analyzes the impact of development proposals on parking, traffic, pedestrian safety, infrastructure, environment, urban design and other factors; proposes creative conditions or alternatives to ameliorate concerns stemming from such analyses;
- Enforces and promotes compliance with all provisions of the zoning ordinance, including signage, front-yard parking, over-occupancy, illegal dwelling units, etc.;
- Writes and disseminates legal notices to ensure due process of development review;
- Issues appropriate permits and certificates for all construction or change of use of land;
- Attends meetings of and provides administrative and technical support to the

Development Review Team, Board of Zoning Appeals, Planning Commission and City Council;

- Supervises the preparation and maintenance of accurate and up-to-date division records;
- Prepares a variety of studies, reports and related information for decision-making purposes;
- Participates in division marketing and public relations efforts; makes public presentations to inform the public about division projects and programs;
- Assists in coordinating division activities and functions with those of other City divisions, departments, counties and outside agencies as appropriate;
- Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility;
- Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, conducting and attending meetings, approving department payroll, etc.;
- Procures division supplies and equipment as needed;
- Attends training, conferences, seminars, meetings, etc. to enhance job knowledge and skills and maintain certifications; and
- Performs other related duties as assigned.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Bachelor's degree in urban planning, geography, landscape architecture, architecture, public administration, law or closely related field;
- Six (6) years of relevant prior experience;
- Valid South Carolina Class "D" Driver's License

**To Apply, Please Visit the City of Columbia Career Portal:**

**<https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>**