

JOB OVERVIEW

CLASSIFICATION TITLE: Zoning Administrator

DEPARTMENT: Planning & Development Services (Zoning)

SUMMARY:

The purpose of this position is to oversee zoning requirements and keep supervisors, other departments, and County staff informed of review process. This position is also responsible for presenting new ideas and revisions to amend the Zoning Ordinance. Research methods other jurisdictions use to handle similar issues, and attend meetings with the general public and county officials. Report to direct supervisor of the progress made on these items. Responsible for serving as staff liaison to the Zoning Board of Appeals. This position supervises eight employees.

JOB DUTIES

ESSENTIAL TASKS:

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Oversee all residential and non-residential development as it pertains to zoning requirements

Interpret and make determinations on language in the Code of Ordinances as it relates to individual properties, residential projects and non-residential projects

Review and present requests for variances, administrative appeals, special exceptions, to the Zoning Board of Appeals

Manage and supervise subordinate staff of five directly and three staff members indirectly

Coordinate and conduct meetings regarding current and potential projects taking place in the county with the development community

Handle requests from the general public regarding zoning requirements and ordinances

Manage code enforcement staff and coordinate with them on code violation issues throughout the county

Review and propose changes to the Code of Ordinances as needed

Coordinate and conduct meetings and workshops for the general public to inform them of changes in the Code of Ordinances, projects that may be of high interest, etc.

Coordinate and conduct workshops to inform public officials such as County Council, Planning Commission and Zoning Board of Appeals on pending ordinance changes and projects of special interest

OTHER DUTIES:

Inform the general public and development community on the processes in place as they relate to plan review, rezoning applications, variance and special exception requests. This position also handles complaints and resolves these complaints.

QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS:

Completion of Masters degree and two years of experience or Bachelor's degree and four years experience.

CERTIFICATIONS AND LICENSES:

AICP certification is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Performs professional or managerial work including advanced data analysis and synthesis Abilities: use a computer; resolve conflict; manage workflow; meet deadlines; communicate effectively orally and in writing; read maps; read and understand civil improvement drawings, site plans, and plats; understand and interpret codes, statutes, regulations, and ordinances; make public presentations; work with other agencies; maintain a professional demeanor during contentious meetings.

COMPLEXITY/SCOPE OF WORK

PROFESSIONAL: Work requires advanced learning acquired by a prolonged course of specialized intellectual instruction; or work involves advising clients or assisting customers or clients with running their business.

Perform advanced professional work methods to formulate important recommendations or make technical decisions that have an organization-wide impact. Example: May require the use of creative ability and resourcefulness in the analysis and solution of complex problems; may develop new approaches or methodologies to solve problems not previously encountered.

Supervise, instruct, or train others through explanation, demonstration, and supervised practice or make recommendations based on technical expertise; may have first-level supervisory duties including administration of performance feedback; or coordinate work activity schedules for teams.

Communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions.

Perform management and supervisory work involving policy and guideline interpretation, solving both people and work-related problems.

FINANCIAL AUTHORITY

Manage or administer budget within assigned department.

TOOLS AND EQUIPMENT USAGE

Use office machines such as copiers or calculators. Use computers for data entry; word processing, spreadsheets, PowerPoint presentations or custom applications.. Use electronics or complex software.

PHYSICAL DEMANDS / WORK ENVIRONMENT

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires work involving:

Sitting, talking or hearing more than 2/3 of the time; Standing, walking, reaching, gripping less than 1/3 of the time.

Lifting up to 10 pounds 2/3 of the time. Lifting up to 25 pounds less than 1/3 of the time.

VISION REQUIREMENTS:

Normal vision.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

The job may risk exposure to indoor environment.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

RVISOR _____
DATE **SUPE**

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES _____
DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

OYEE _____
DATE **EMPL**

York County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.