

Deputy Zoning Administrator

Dept: Planning and Zoning

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled technical and administrative work assisting with enforcing zoning ordinances, reviewing and recommending plans for development, zoning and land use, responding to staff and citizen requests and inquiries, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning and Zoning Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Reviews plans from developers and property owners to ensure compliance with zoning ordinances.
- Meets with citizens and developers to provide a review and consultation of ongoing zoning proposals, designs, landscaping and storm water runoff.
- Works with other staff to prepare computer enhanced site reviews for land use proposals at hearings.
- Conducts on site analysis of land development proposals and conducts impact studies.
- Participates in public hearings and neighborhood information meetings.
- Responds to staff and citizen requests and inquiries regarding zoning ordinances, signage and land use.
- Conducts land use enforcement investigations.
- Serves as the staff photographer.
- Serves as the staff person to various outside agencies, commissions and boards; assists with compiling materials, research, history and reports.
- Assists with enforcing county litter, zoning and land use ordinances.
- Aides with preparing rezoning cases.
- Creates various files, records and reports.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of municipal ordinances governing zoning related codes; thorough knowledge of routine legal procedures as related to the enforcement of laws and ordinance; thorough knowledge of site development plans as they pertain to zoning and land use management; thorough knowledge of the principles and practices of planning; thorough knowledge of standard office equipment and applicable hardware and software; thorough skill completing plans review and creating reports to show in court; thorough skill operating standard tools of the trade; ability to organize and prioritize work; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively, both orally and in person; ability to prepare concise reports; ability to express ideas clearly and effectively; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, county officials and the general public.

Education and Experience

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Bachelor's degree in government, land use, planning, or related field and three to five years experience in planning, public administration, zoning enforcement, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work frequently speaking or hearing and occasionally requires standing, walking, sitting, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Zoning administration certification preferred.
- Valid North Carolina Driver's License within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date