

## ZONING COORDINATOR

### NATURE OF WORK

This is responsible supervisory and highly skilled technical work coordinating the detailed examination of construction drawings, and determining compliance with specific legislative and administrative requirements.

Work involves responsibility for effecting programs and policies that will coordinate all specific legislative and administrative requirements in such matters as community unit developments, special permits, land subdivision, changes of zone and zoning appeals. Work also involves assisting in on-going internal training programs to keep staff informed of current and new regulations as well as changes in codes and policies from an operational standpoint. Work is performed independently, but is reviewed by an administrative or a technical superior for program effectiveness and conformance with established policies. Supervision may be exercised over subordinate technical and clerical personnel.

### EXAMPLES OF WORK PERFORMED

Coordinates all legislative and administrative requirements for sign and zoning codes and ordinances.

Confers with engineers, architects, contractors, property owners and other interested persons on matters of code interpretation and application to specific construction or development.

Assists in the implementation of the enhanced computer system and evaluation of system enhancements and changes.

Prepares reports on effectiveness of programs concerning code and ordinance provisions of signs and zoning.

Reviews development proposals for compliance with department applicable code requirements.

Prepares and presents internal training programs to inform staff of existing and new codes, regulations and policies; assists in efforts to cross train staff members to ease work loads and increase overall efficiency.

Appears before appropriate boards and committees concerned with building related laws and ordinances, upon request and authorization of an administrative superior.

Assists in the examination of plans and specifications to determine compliance with building laws and related ordinances.

Directs the preparation of reports and notices concerning general complaints on the use of buildings or premises in violation of building, sign and zoning ordinances.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices used in building construction.

Thorough knowledge of legal procedures related to the interpretation and enforcement of building, sign and zoning codes and ordinances.

Ability to read and thoroughly interpret construction plans and specifications.

Ability to develop cooperative programs of interpretation and enforcement procedures of City and County construction codes and ordinances.

Ability to prepare reports and records regarding general complaints on the use of buildings.

Ability to establish and maintain effective working relationships with co-workers, engineers, architects, contractors, property owners, municipal officials and the general public.

Ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully and impartially.

Ability to express oneself clearly and concisely, both orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in architecture, construction science or related field and some experience as a building inspector, building trades inspector, or in land planning and zoning.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent plus some experience in land planning and zoning or as a building inspector; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

03/90  
Revised: 7/98

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