

DEPUTY ZONING ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting in the administration of the provisions of the zoning ordinances and issuing land use permits, sign permits and special permits in a municipality. The work involves the checking of applications and the inspection of sites for which permits have been issued for compliance with the zoning ordinances. This class differs from the Building Inspector series by ensuring compliance only to zoning ordinances. Work is performed under the general supervision of a governing board, Zoning Administrator or Building Inspector. Supervision may be exercised over a small number of technical and clerical assistants.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Acts for and in place of the Zoning Administrator when authorized;
2. Issues sign, special and land use permits;
3. Checks permit applications for compliance with zoning ordinances, including size requirements for land and size restrictions for signs and buildings;
4. Checks plot plans with the Building Inspector for lot size and where the building will be located;
5. Assists in determining need for possible zoning variances and makes recommendations to the department head or the appropriate governing board;
6. Assists in the investigations of complaints of zoning violations;
7. May issue orders to remedy violations and summonses when violations are not remedied;
8. Explains the requirements of the zoning ordinances to contractors and the general public;
9. Checks on reports of illegal dumping, junk cars and abandoned cars;
10. Maintains or assists in maintaining records of acts and decisions;
11. May attend regular and special meetings of the governing board controlling zoning;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the provisions of the local zoning ordinance;
Good knowledge of the concepts of zoning and land usage;
Ability to read and interpret site plans, specifications and maps;
Ability to establish and maintain cooperative relationships with building contractors and the general public;
Personal characteristics necessary to perform the duties of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) An Associate's degree in Architecture, Engineering, Building Science, Planning, or a related field;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time work experience in zoning administration, inspection work concerning buildings, contracting or related field that involved substantial contact with the concepts of zoning administration;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

