

ZONING ADMINISTRATOR

Position Code: 2360

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Planning

Approval Date: 2010

General Statement of Duties

Performs responsible technical work requiring independent judgment in the administration and enforcement of the zoning core process.

Distinguishing Features of the Class

An employee in this class is responsible for administering and enforcing the Mooresville Zoning Ordinance, Minimum Housing Code, Downtown Redevelopment Code, and applicable sections of the Code of Ordinances. An employee in this class is also responsible for acting as staff liaison to various boards and committees to include but not limited to the Board of Adjustment, Planning Board, Historic Preservation Commission, and Environmental Protection Commission. Work is performed under the general supervision of the Senior Planner and is evaluated through case status reports, review of results obtained, violation actions and feedback from the public.

Duties and Responsibilities

Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the applications.

Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued. Notifies applicant if the proposed use is not in compliance with ordinance standards and assist with an appropriate alternative procedure, appeals, or any other administrative remedies necessary to attain compliance.

Identifies, inventories and monitors nonconforming uses.

Attends board and committee meetings as needed. Night meetings can be expected.

Conducts technical reviews, site inspections, and makes staff reports to the Planning Board and Zoning Board of Adjustment on specific project proposals such as, but not limited to, rezoning applications, conditional use permit applications, zoning amendments, variances and appeals.

Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.

Presents case facts and explains decisions of the Zoning Administrator's office before the Board of Adjustment.

Attends meetings and follows the directives of the Zoning Board of Adjustment.

Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance.

Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.

Testifies, as necessary, at public and judicial hearings.

Distributes planning and zoning documents to various boards and commissions, other agencies and the general public as needed or requested.

Prepares and presents applicable zoning map and text amendments, and keeps office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinances available to the public.

Prepares or works with the appropriate staff or offices (such as but not limited to; Town Clerk, Town Board, and Planning Board) to prepare, publish, post, send and/or deliver public notices for meetings and hearings.

Turns in a written (annual, or more frequent) report which includes: permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the Town, subdivision and zoning ordinances and State minimum housing standards.

Considerable knowledge of the principles and practices of planning and zoning.

Some knowledge of the environmental and socioeconomic implications of the planning process.

Demonstrated ability to investigate potential zoning and code violations, analyze findings, interpret regulations and take appropriate action.

Ability to establish and maintain effective working relationships with coworkers, superiors and the public.

Ability to explain, listen, and respond accordingly relevant to the situation and ordinance.

Ability to enforce regulations tactfully and firmly, and diffuse volatile situations with angry citizens.

Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies and other offices as necessary.

Ability to express ideas effectively in oral and written forms, and to make presentations.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data; prepare reports, operate a computer, and use a measuring device, and observe work for completeness.

Minimum Education and Experience

Bachelor's degree from an accredited college or university in planning, public administration or related field, and six months to a year of related experience; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Attainment of a CZO certification within two years of employment.