

ZONING ADMINISTRATOR

General Statement of Duties

This position is the lead staff in enforcement of the Town's Unified Development Ordinance (UDO), housing and nuisance codes, and performs special projects that include GIS and data management. Responsible for field inspections requiring compliance with the UDO, town code, rezoning conditions, and the Design and Construction Specification Manual. This position also serves as the backup to the Development Services Manager.

Distinguishing Features of the Class

An employee in this class is responsible for the issuance of zoning approvals and interpretations of the UDO. This employee is also responsible for the issuance of notices of violation and civil citations through interpretation, application, and enforcement of rules and regulations relating to the zoning ordinance, minimum housing, and nuisance codes. This employee is also expected to have the ability to perform special projects as assigned, including the use of GIS software, and to perform management duties of the Development Services Division as needed. Work involves daily interaction with developers, businesses, commercial property owners, homeowners, renters, and the public in enforcing the various town codes. Tact, courtesy, and firmness must be exercised at all times. Work is performed under the general supervision of the Development Services Manager.

Essential Duties and Illustrative Examples of Work

- Review a variety of site plans, land use and planning documents against applicable regulations and guidelines, and communicate design issues and potential alternatives to developers, engineers, attorneys, and citizen advocates.
- Issue zoning permits to businesses and citizens based on development compliance with the UDO.
- Meet with developers, engineers, attorneys, and the public to discuss development plans and make recommendations regarding site design.
- Documents and maintains files, prepare periodic reports, statistics, and other narrative as required.
- Investigates all violations of the UDO. Issues letters identifying violations and necessary corrective actions. Follows up to ensure violations are corrected; as necessary, issues summons, and prepares for court cases.
- Enforce and abate violations of the housing and nuisance codes from start to finish.
- Meet with property owners, homeowners, renters, and the public to discuss compliance with housing and nuisance standards.
- Performs related duties as required.

Knowledge, Skills, and Abilities

- Advanced knowledge of the practices and techniques of planning and engineering, including urban design, transportation, and land use planning.
- Considerable knowledge of growth management regulations, housing, and nuisance codes and ability to interpret the codes in a variety of situations.
- Ability to use computer software programs and other applications, including Geographic Information System (GIS) applications and spreadsheets.
- Ability to maintain effective working relationships and exercise tact, discretion, and courtesy in contact with landowners, developers, contractors, attorneys, governmental officials and the public.
- Ability to work with detail, problem solve, and communicate effectively.
- Ability to manage projects effectively, meet firm deadlines, and maintain accurate records and reports.
- Ability to speak publicly to various boards and committees.

Working Conditions and Physical Requirements

- Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, and do visual inspection of land areas.
- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, talking, hearing, and repetitive motions.
- Site visits are required, outdoor movements of the same movements previously mentioned will be required.
- Ability to perform work exerting up to 20-pounds of force occasionally.

Desirable Education and Experience

- Requires a master's degree in planning, engineering or related field and three years of professional development review experience or comparable experience.
- Desirable certifications include AICP Certification, N.C. Certified Zoning Official, and N.C. Certified Housing Code Official or the ability to obtain.

Special Requirements

- Possession of a valid North Carolina driver's license.

Fair Labor Standards Act (FLSA) Status

Non-Exempt

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