

ZONING ADMINISTRATOR

Position Code: 2362

WC Code: 9410

FLSA Status: Non-Exempt

Pay Grade: 351

Location: Planning

Approval Date: 2018

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, Commercial Maintenance 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 and Planning Board. Work is performed under the general supervision of the Planning and Community Development Director 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. 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, serving as staff liaison to various boards and committees. Night meetings can be expected.

Conducts technical reviews, site inspections, and makes staff reports and presentations as appropriate 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.

Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms, and prepares resulting text amendments.

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.

Processes annexation and utility extension requests and administers the annexation process.

Supervises Code Compliance staff and any associated contracts.

Investigates alleged violations of the Zoning Ordinance, Minimum Housing Code, Commercial Maintenance Code and applicable sections of the Code of Ordinances and advises landowners/applicants of necessary corrective measures. Also utilizes enforcement procedures as appropriate to obtain compliance.

Inspects projects for zoning compliance prior to issuances of Certificates of Occupancy.

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.

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 devise, 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 NC Certified Zoning Official (CZO) certification within two years of employment.