

Planning & Zoning

Planning & Zoning Administrator

Dept/Div: *Planning & Zoning*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs complex advanced technical work ensuring that properties and structures meet the requirements of the zoning ordinances, providing information to the public regarding questions about Planning & Zoning, maintaining accurate records of documents, preparing necessary information for monthly meetings, and related work as apparent or assigned. Work is performed under the general direction of the City Council.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Prepare agendas and staff reports for monthly Planning Commission meetings. Meet with applicants and review application materials for conditional use permits, interim use permits, variances, plats, and other agenda items. Coordinate tours and attend Planning Commission meetings. Arrange for notices, mailings, and publications for meetings and send application review letters and decision letters. File recording documents with the County Recorder.

Take inquiries and respond to questions regarding Planning & Zoning matters via phone, email, and office visits from property owners, realtors, builders, developers, and others regarding development of properties.

Issue land use permits and collect required fees for applications that meet the requirements of the Zoning Ordinance. Conduct site inspections on properties for which land use permits have been issued.

Manage the Planning & Zoning Department's computer database and physical property folders by ensuring physical and digital copies are made for all documents. Records include maps, amendments, land use permits, CUPs, IUPs, variances, appeals, applications, sewer certificates, recording documents, and more.

Determine necessary ordinance changes and draft amendments for the Planning Commission and City Council.

Enforce Planning & Zoning violations through the adopted guidelines.

Attend City Council meetings as needed where Planning & Zoning related issues are agenda items. Provide professional support to City Council as requested and in a timely manner. Serve as a member of the Public Works committee.

Maintain contact with other City departments, including the City Engineer and City Attorney, for the purposes of either disseminating or gathering information.

Oversee the development and implementation of the Comprehensive Plan and coordinate the review process on bi-annual basis.

Develop, review, and supervise the budget for the Planning & Zoning Department.

Knowledge, Skills and Abilities

Comprehensive knowledge of municipal ordinances governing zoning and related codes; comprehensive knowledge of planning practices and procedures; thorough knowledge of GIS systems and standard office software; general knowledge of routine legal procedures as related to the enforcement of laws and ordinances; ability to review architectural drawings and site plans; ability to enforce ordinances and regulations with firmness, tact and impartiality; strong written and oral communication skills; ability to establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, city officials, associates and the general public.

Education and Experience

Bachelor's degree with coursework in Community Planning, or related field and moderate experience in the principles and practices of planning and zoning, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting and repetitive motions, frequently requires standing, walking, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms' length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license.

Last Revised: 5/17/2016