

LEE COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ZONING ADMINISTRATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to interpret and enforce the County's zoning ordinance, subdivision regulations, and related ordinances.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Interprets, explains, and enforces provisions of the County's zoning ordinance, subdivision regulations, noise/nuisance ordinances, and other applicable federal, state, and local codes, laws, rules, regulations, specifications, standards, policies and procedures; monitors new regulations, statutory changes, and case law impacting the interpretation, administration, and enforcement of zoning/related regulations; initiates any actions necessary to correct deviations or violations.

Consults with County Planner, County Administrator, Board of Commissioners, City Councils, developers, financial institutions, other departments, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; coordinates work activities with other departments, outside agencies, or others as needed in the review of development proposals.

Provides information and technical assistance concerning ordinance/code provisions, interpretation, compliance, permitted uses, application procedures, and related issues; provides applicants with summary and checklist information of application procedures, deadlines, and fees; responds to questions/complaints, researches problems, and initiates problem resolution.

Reviews zoning, variance, and conditional use permit applications; reviews applications completeness and conformance with applicable requirements; meets with applicants and prospective applicants to discuss details of their proposals and provide guidance regarding project conformance with zoning and subdivision standards.

Reviews plat checklists; prepares draft reports and submits to County Planner for review prior to submission to Planning Commission or boards.

Writes zoning, variance, and conditional use reports for each request to present to applicants, the public, Planning Commission, and appropriate governing body.

Approves permits for proposed uses, structures, or changes in use if such use/structure is in strict conformity with applicable ordinances.

Supervises investigation into citizen complaints to determine existence of violations; assigns enforcement investigations to inspectors to obtain field data; investigates more complex complaints; utilizes digital camera, sound member, and/or other measuring devices to gather/evaluate information; maintains records of investigations; performs follow-up as necessary to ensure compliance.

Coordinates final approval of developments in the County and local cities.

Updates zoning maps and future land use map after approval of amendments by appropriate governing body.

Institutes appropriate proceedings for enforcement of provisions of zoning, subdivision, and other local ordinances; contacts property owners regarding enforcement issues; issues notices of violation and orders of compliance as required.

Institutes legal proceedings to bring about compliance; prepares enforcement cases for court; presents code violation cases in Magistrate Court, in observance of the court's established rules and legal procedures; issues court citations and summonses; introduces applicable evidence.

Writes and submits grant applications; administers approved grant programs under direction of County Planner and Public Works Director.

Prepares a variety of reports for submission to federal/state agencies; ensures timely submission of required reports to appropriate agencies/individuals.

Maintains database of zoning permit activity; prepares periodic reports.

Serves as County contact person with U.S. Census Bureau; coordinates all U.S. Census Bureau Boundary and Annexation map surveys and related reports.

Coordinates community environmental education programs in County schools.

Serves as event coordinator for annual national Great American Cleanup; publishes public service announcements and other means of notification to the community; secures supply vendors and volunteers for the project; prepares and distributes event correspondence and reports.

Conducts special projects as assigned.

Prepares or completes various forms, reports, correspondence, violation complaint reports, investigative findings reports, violation notices, zoning reports, variance request reports, conditional use permit request reports, grant documents, subpoenas, newspaper articles, photographs, or other documents.

Receives various forms, reports, correspondence, minor/major subdivision plats, rezoning applications, conditional use permit applications, variance applications, sign permit applications, building permit applications, subpoenas, newspapers, maps, codes, ordinances, regulations, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a motor vehicle, personal computer, general office equipment, digital camera, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, digital imaging, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains files and documentation pertaining to all zoning requests made within the County and cities.

Receives and processes streetlight applications.

Communicates with supervisor, County officials, governing bodies, employees, other departments, state/federal agencies, attorneys, court personnel, appraisers, realtors, developers, builders, surveyors, applicants, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings as needed.

Performs notarization of documents as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Participates in departmental functions and staff meetings to coordinate activities and ensure the smooth, efficient, and effective operation of the department.

Assists with preparation of department budget; monitors expenditures to ensure compliance with approved budget.

Provides permit activity data/analyses; assists with the zoning revision process; provides feedback on recommended zoning changes.

Develops application forms, instructions, and other materials to assist applicants/citizens seeking information concerning the County's regulatory process.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in zoning administration, land use planning, code enforcement, legal/court procedures, and engineering/AutoCad procedures; supplemented by two (2) years previous experience and/or training involving zoning administration, land use planning, code enforcement, legal/court procedures, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid State of Georgia Notary Public certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, humidity, rain, temperature extremes, fumes, traffic hazards, bright/dim light, animal/wildlife attacks, animal bites, or rude/hostile citizens.

Lee County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.