

ZONING TECHNICIAN

CODES/PAY GRADE

Class Code: 3810

EEO Code: C

Pay Grade: 121

MAJOR FUNCTION

Responsible technical work of a specialized nature in the processing and examination of applications and the approval of plans, licenses and permits and the work necessary to insure compliance with zoning regulations.

ILLUSTRATIVE DUTIES

(NOTE: These are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews and makes recommendations relative to zoning ordinance compliance on applications for building permits, occupational licenses, land development, and sign permits.

Addresses questions in person, by letter and over the phone relating to Future Land Use Map designations, element policies on water, sewer and location guidelines, zoning classifications, land development and permit requirements and procedures; license requirements; and map amendments, variance and special exception application process.

Reviews zoning and Comprehensive Plan certification on applications submitted pursuant to the Land Development Code. Makes recommendations for approval or denial.

Receives and processes applications for changes in zoning, special exceptions, variances, appeals, waivers, and vested rights. Assists public with completing applications and related submittal. Provides procedural and related information as required. Coordinates with other divisions and agencies to resolve complex permitting problems that may involve zoning.

Researches and writes special reports. Serves as liaison to special task teams, other government agencies and citizen groups. Assists in public hearings on Zoning matters.

Updates and maintains files. Disseminates information and new regulations to the public, staff and other government agencies.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles of zoning, comprehensive planning and land development. Knowledge of real estate law. Knowledge of zoning ordinance.

Ability to locate property on maps and aerial photos using legal descriptions. Ability to examine building permits and plot plans for compliance with zoning and other County regulations. Ability

to disseminate zoning and land development information to the general public. Ability to communicate effectively both orally and in writing. Ability to deal tactfully with the public and other County agencies.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and four (4) years experience in working with the public in real estate, land use regulations, code enforcement, planning, zoning or related field.

A comparable amount of education, training, or experience may substitute for the minimum qualifications requirement.

ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and government regulations; maps, aerial photos and plots; applications, memos. Ability to perform general mathematical functions. Ability to speak clearly and concisely relating information, data and details to layman. Ability to write complex sentences relaying information and details and expressing opinions, thoughts, ideas. Ability to review information and develop conclusions.

Physical Demands: Sedentary work. Ability to talk, lift (10 lbs), reach, and carry.

Environmental Demands: Inside work.

Revised 11/03