

ZONING COMPLIANCE COORDINATOR

CODES/PAY GRADE

Class Code: 3807

EEO Code: E

Pay Grade: 123

MAJOR FUNCTION

Specialized technical work of an investigative nature enforcing the County zoning, sign, emergency water restriction, lot maintenance and other related ordinances. Coordinates work of Zoning Compliance Officers.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only 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.)

Performs duties of the Zoning Compliance Office.

Oversees and coordinates zoning inspections on new commercial and multi-family development and development within the Indian River Lagoon Surface Water Improvements and Management Overlay Zone to assure timely and accurate inspections are performed.

Oversees and coordinates zoning inspections on lot maintenance inspections.

Oversees and coordinates territory schedules of Zoning Compliance Officers to assure that all work is performed. Makes schedule adjustments as needed to accommodate work load. Prioritize work as required.

Provides coordination and assistance to Zoning Compliance Officers in resolving individual compliance problems.

Assists supervisor in coordinating and directing the work of clerical personnel in relation to the tracking system and sign permitting system. Assures that the supervisor and others are apprised of any important, unusual or sensitive areas involved.

Coordinates office work and field investigations with other agencies so as to further enforce all County code compliance efforts.

Attends and testifies at Code Enforcement Board meetings and court hearings. Attends citizen meetings and gives presentations to outside agencies.

Acts as Supervisor of Compliance Officers and Clerical personnel in the absence of the Code Enforcement Manager.

Performs related work as required.

(Zoning Compliance Coordinator continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of real estate laws. Knowledge of zoning, sign, emergency water restriction, lot maintenance and other related ordinances. Knowledge of the land development code regulations. Knowledge of the principles of zoning.

Ability to locate property using legal descriptions and maps. Ability to interpret the zoning, sign, and lot maintenance ordinances. Ability to research property history and access data using computer databases. Ability to investigate complaints regarding the ordinances. Ability to deal with the general public in adverse situations, exercising a high degree of tact, diplomacy, and persuasion. Ability to use good judgement in seeking compliance. Ability to communicate effectively with all types of people. Ability to disseminate information to the general public regarding the ordinances. Ability to prepare written and oral reports on findings and communicate effectively. Ability to supervise. Ability to coordinate projects and prioritize work.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years experience as a Zoning Compliance Officer. Must attain Florida Association of Code Enforcement Level I and II certification within three (3) years.

Possession of a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Generally light to medium work. Ability to see, hear, talk; ability to traverse uneven, broken terrain; ability to lift, pull, push. May be required to perform duties in early morning light or at night.

Environmental Demands: Both inside and outside work. Exposure to inclement weather including rain, heat, humidity, cold. Limited exposure to dust, fumes, odors, noise.

Mental Demands: Ability to read and comprehend technical and professional journals, memos, reports, abstracts; maps, plans; legal statutes, ordinances, laws; correspondence. Ability to perform shop math. Ability to write clearly and concisely relaying technical and legal data, information and details to layman. Ability to speak to relay information to layman. Ability to analyze data and develop conclusions. Ability to identify and develop resolutions for problems, violations, etc. Ability to use computer

Revised 2/00
New 2/95