

**THE COUNTY OF NORTHAMPTON
POSITION DESCRIPTION**

TITLE: ZONING ADMINISTRATOR

GRADE: 122

STATUS : Exempt

**Adopted: May 2003
Reviewed: January 2014
Revised: May 2014
Amended: June 2017
Amended: October 2017
Amended: January 2018**

GENERAL DESCRIPTION

The essential function of the position is to enforce zoning ordinances. The position is responsible for knowledge and enforcement of County zoning ordinances, related inspections, and preparing reports. The position works under general supervision according to some procedures; decides how and when to complete tasks.

PRIMARY DUTIES:

Conducts inspections for compliance with County zoning ordinances; resolves non-compliance issues, and/or issues citations to violators; supervises follow-up inspections to ensure implementation of corrective measures.

Performs clerical tasks, including answering and returning telephone calls, completing written documentation of activities, record-keeping, and composing correspondence to ordinance violators.

Accepts and reviews applications for zoning permits. Gathers information and discusses with property owners, business owners and/or contractors additional information needed to perform a review of submitted applications for zoning permits if required information was not submitted with the initial application.

Responsible for issuing plan approval and permits specific to the codes and programs the Zoning Administrator administers.

Provides suggested input to Director for updating applications for the programs and codes that the Zoning Administrator administers. Zoning Administrator will provide updates when there are updated regulations or ordinances that require such updates.

Provides information and discusses regulations with property owners, business owners, contractors, and the general public.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Subdivision Agent, appointed by the Board of Supervisors, responsible for administration of the County's Subdivision Ordinance (NHCO Codes Title XV: Land Usage: Chapter 156: Subdivision Code).
Responsible for permitting

Per County contract with the towns of Eastville and Nassawadox provide review of projects for compliance with the respective town code and issue zoning clearance for building permit. Review potential violations per respective zoning code. Maintains records of time spent performing zoning services for each town and provides documentation to the Office Coordinator.

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Provides support to the County's Board of Zoning Appeals including, but not limited to, applications for variances and exceptions, and appeals shall be made to the zoning administrator who shall transmit the applications and appeals to the secretary to be placed on the Board of Zoning Appeals docket to be acted upon.

Interpret and enforce Zoning Ordinances. Represent the County in court cases involving zoning matters.

Coordinate with management and/ or leadership in efforts of resolving procedural conflicts and improving processes and policies between both inter – department as well as other County departments.

Provides support to the Board of Supervisors for specific project tasks as delegated by the Director of Planning, Permitting and Enforcement.

Provide support to the Director and Senior Planner for specific project tasks specifically with Special Use Permits, Zoning Text Amendments, Zoning Map Amendments and other County code amendments that the Zoning Administrator is designated to administer.

Prepare research and narrative related to policy questions pertaining to zoning and land use including, but not limited to, all state and federal programs administered by the department. Consult with County Attorney on policies and legal issues.

DATA RESPONSIBILITY:

Compiles, examines, or evaluates data or information and recommends action based on results.

PEOPLE RESPONSIBILITY:

Persuades or influences others in favor of a service, course of action, or point of view.

Supervises others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency for programs assigned to the Zoning Administrator.

INVOLVEMENT WITH THINGS:

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY:

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

MATHEMATICAL REQUIREMENTS:

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS:

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK:

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Performance Indicators

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Knowledge of the Job Has thorough knowledge of the administrative practices and procedures relative to zoning administration. Has thorough knowledge of the codes, ordinances and regulations as applied to administration of codes and mandated programs assigned to the Zoning Administrator. Has thorough knowledge of the occupational hazards and proper supervision, organization and public administration. Has considerable knowledge of the current literature trends and development in the field of zoning administration. Is able to prepare analytical reports. Is able to effectively express ideas orally and in writing. Is able to establish and complete work assignments.

Quality of Work Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments, co-workers, contractors and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under “Specific Duties and Responsibilities”

Dependability Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarifications of results or consequences are justified, i.e. poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

Relationships with Others: Shares knowledge with supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations and the general public so as to maintain good will toward the County and project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Interacts effectively with fellow employees, supervisor, professionals, contractors and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology, Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions, and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

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Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of various service departments. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the departments and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the departments and County.

Organizing: Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and departmental matters affecting them and/or of concern to them.

Staffing: Works with other County officials and management to select and recommend employment of personnel for the departments who are qualified both technically and philosophically to meet the needs of the departments and the County. Personally requests the development and training of zoning personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet departmental goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the departments and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews departmental policies in order to ensure that any changes in County philosophy or

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practice are appropriately incorporated. Also understands the relationship between operating policies and practices and departmental morale and performance. Works to see that established policies enhance same.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS:

Requires Bachelor's degree in public administration, or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:

Requires valid Virginia Driver's License.

A Virginia Association of Zoning Officials' certification.

EXPERIENCE REQUIREMENTS:

Requires two years' experience as a Zoning Administrator

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS:

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating machines, tools, or office equipment.

SAFETY OF OTHERS:

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

UNAVOIDABLE HAZARDS:

The position is exposed to extreme heat or cold, wet or humid conditions, bright or dim lights, dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS:

The position requires normal visual acuity and field of vision, hearing, speaking, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The County of Northampton is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.