

CLASS SPECIFICATION FOR
Deputy Zoning Conformance Officer

GENERAL STATEMENT OF DUTIES: Assists in the supervision of inspection personnel and in the general administration of the Zoning Conformance unit of the Planning Office; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class oversees the supervision and training of zoning inspection and code enforcement personnel and is also delegated the final authority and responsibility to ensure that each approved plan of development and permit, and every condition of approval, is complied with in all aspects. The employee receives general supervision and policy direction and is provided broad latitude for independent decision-making and judgment. The incumbent works in both the office and the field as needed but takes the responsibility of relieving the Inspectors of some of their paperwork and office duties so that they can spend more time in the field. A major emphasis is the evaluation of agency policies and procedures with the goal of providing better customer service while making the agency more efficient.

EXAMPLES OF WORK (illustrative only):

- Interviews, selects, trains, supervises and evaluates zoning or code enforcement personnel;
- Certifies all business licenses, kennel licenses, bingo licenses, dance hall permits;
- Reviews building permits and sign permits as directed;
- Holds responsibility for the general operation and administration of the Zoning Enforcement section in the absence of the Principal Planner;
- Evaluates unit policies and procedures and makes recommendations for more efficient and more customer-service-oriented changes;
- Assists in the preparation of reports for subdivision, plans of development and Board of Zoning Appeals cases;
- Answers questions from the public concerning inspection activities;
- Initiates legal actions, subpoenas witnesses and presents evidence in court regarding zoning violations;
- Maintains required records and reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the principles and practices of planning and of zoning ordinances and enforcement processes; good knowledge of modern principles and practices of engineering; good knowledge of construction practices; ability to effectively supervise; good organizational skills; ability to express ideas in a clear and concise manner, both orally and in writing; ability to establish and maintain effective working relationships with staff, elected and appointed officials, other agencies and the public.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in planning or a related field and two (2) years of professional planning experience (preferably in the field of zoning enforcement), including one (1) year of supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.