

## **CLASS TITLE: Zoning Specialist**

### **DEFINITION:**

A mid-level position within the Department of Technical and Community Services, whose principle duty is to work directly with citizens on stormwater issues, providing information on Standard Plans and working directly with the Stormwater Approving Authority designated by the County. The position will serve as the liaison with consulting engineers and builders in the absence of the Stormwater Approving Authority and will perform basic inspections of facilities and standard plans for compliance. The position also carries the second duty of serving as a zoning assistant in the taking and entering of zoning applications data on the computer, forming a data base and assisting in map reviews and zoning questions for the general public.

### **EXAMPLES OF WORK: (Examples are illustrative only)**

- Assists the Stormwater Approving Authority in serving as a liaison with consulting engineers, builders and citizens.
- Answers questions from local citizens regarding exemption, waiver requirements and standard plans.
- Performs inspections of facilities and standard plans as called upon, keeping accurate records as required by the Stormwater Ordinance.
- Attends TAC meetings on storm water issues.
- Attends meeting related to storm water issues.
- Assists the Stormwater Approving Authority and the Director in organizing the program files and coordinating with site plan and subdivision files.
- Answers zoning questions and performs map reviews for the general public.
- Takes and enters zoning application data on the computer, forming a database.
- Interacts with the Zoning inspector and Director on zoning interpretations.
- Takes building permits, assists property owners in preparation of applications, issues permits, interprets, explains and offers guidance to the public as to the requirements of the zoning ordinance and related ordinances, including the Stormwater Ordinance.
- Performs other duties as required.

### **REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- General knowledge of subdivision and site plans and ability to read plats and maps.
- Ability to manage inspections and keep accurate records.
- Ability to communicate with the general public, builders and developers.
- Ability to interpret ordinances under field conditions and to assimilate training courses provided by the County or State.
- Knowledge of the Zoning Ordinance and related requirements.
- Computer/Word Processing skills.
- Ability to take minimal directions, interact effectively with staff and to be self-motivated.

**Page 2**

**Class Title: Zoning Specialist**

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

- A. A. Degree or one year of experience in planning and zoning or a related technical field.

**REQUIRED LICENSES AND CERTIFICATES:**

- Class C Drivers License in good standing

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Knowledge of stormwater preferred.

**ADOPTED: 05/12/2014**

**GRADE: 7**

**Word Revision: 10/07/2014**