

**Job Title: Zoning Administrator**

**Job Summary:** This position administers zoning and subdivision regulations, the primary tools used by the City to guide City objectives and plans to accomplish stated goals. Work is performed under the direct supervision of the Community Development Director.

**Major Duties:**

- Administers City zoning ordinances.
- Prepares amendments to UDC; updates UDC; receives and processes public inquiries concerning UDC.
- Updates and maintains official City maps.
- As directed, conducts site visits for construction areas.
- Maintains official files relating to zoning administration and ordinances.
- Coordinates with Code Enforcement Officers and Licenses & Permits Coordinators on City zoning administration issues.
- Serves as staff member for the Planning & Zoning Commission; attends meetings and public hearings; coordinates preparation of staff reports on proposed actions; submits meeting minutes; coordinates notice and posting requirements.
- Processes applications for zoning proposals; reviews plats and plans against zoning stipulations on conditions applicable to sites; conducts site visits.
- Maintains annual statistics on land use, housing and new development.
- Coordinates zoning verification and certification; determines proper zoning classification; reviews zoning files to determine applicable stipulations.
- Administers annexation applications; processes applications for completeness and consistency with governing regulations; coordinates with other City departments regarding provision of services for annexed properties

**Knowledge Required by the Position:**

- Knowledge of comprehensive and current planning principles, policies, procedures, techniques, and their implications.
- Knowledge of local and state ordinances and laws and Uniform Development Code (UDC).
- Knowledge of City and departmental policies and procedures.
- Knowledge of intergovernmental agreements and provisions.
- Knowledge of geography of City.
- Knowledge of procedures for obtaining site plan, preliminary plat and final plat approval.
- Knowledge of general design requirements and review procedures; knowledge of historic property design guidelines.
- Knowledge of general office equipment.
- Skill in oral and written communication.
- Skill in analyzing and interpreting maps.
- Ability to prepare reports, plans, and studies and to accurately interpret ordinances and codes.
- Ability to research public records, interpret and apply information appropriately.

**Job Title: Zoning Administrator (continued)**

- Ability to handle multiple interruptions, adjustments to priorities throughout the day and meet critical deadlines.
- Ability to establish and maintain effective working relationships with departmental personnel, city personnel, developers, and the public.
- Ability to deal courteously and tactfully with the public.

**Supervisory Controls:** Work is assigned by the Community Development Director according to department and City goals. The Director has direct supervision of this position. Work is spot-checked while it is being done and after it is completed to check for accuracy.

**Guidelines:** Guidelines include land use laws, Georgia Planning Act, Zoning Procedures law, state and federal regulations, intergovernmental agreements, City codes and ordinances and UDC. These guidelines are somewhat general, but most are specific, requiring minimal judgment in application.

**Complexity:** The position consists of varied analytical and technical tasks.

**Scope and Effect:** The purpose of this position is to administer zoning and subdivision regulations for existing and future development in the City to meet the City's goals and objectives for growth management. Successful performance helps ensure the orderly development of the City, affects the quality of economic opportunity for City residents, and affects the image of the City.

**Personal Contacts:** Contacts are typically with the general public, property owners, real estate developers, attorneys, architects, engineers, elected officials, and City, county, state and federal officials.

**Purpose of Contacts:** Contacts are typically to give and exchange information, resolve problems and provides services.

**Physical Demands:** The employee is regularly required to use hands to handle, feel or reach. Work requires some lifting up to 25 pounds.

**Work Environment:** The work is typically performed in an office, but this position may require outdoor meetings and assessments at project sites.

**Supervisory and Management Responsibility:** None.

**Minimum Qualifications:**

Bachelor's degree in Urban Planning or related field; one (1) year of experience in local government planning or related area; equivalent combination of education and experience.