

TITLE: Zoning Administrator

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DEPARTMENT: Planning and Zoning, Fayette County

JOB SUMMARY: This position is responsible for administering the zoning operations of the department.

MAJOR DUTIES:

- o Interprets and disseminates requirements of the County Zoning Ordinance to the general public, elected and non-elected officials, and other county departments.
- o Reviews and approves administrative site plans for zoning purposes in conjunction with other departments.
- o Reviews and approves final plats for zoning purposes in conjunction with other county departments.
- o Reviews and submits preliminary plats to the County Planning Commission for approval.
- o Reviews and composes written staff reports for recommendations and conditions for requests for rezoning for the Planning Commission and Board of Commissioners.
- o Reviews and composes written staff reports for request of variances for the County Board of Zoning Appeals.
- o Enforces the Fayette County Zoning Ordinance by assisting the County Marshal's Office and through correspondence, personal meetings, and telephone conversations.
- o Reviews and processes various requests for administrative reviews and approvals, permits, and certificates.
- o Meets with various contractors, engineers, surveyors, architects, property owners, and developers on proposed and on-going projects in the rezoning, site plan, and plat approval process.
- o Maintains the Official Zoning Map of Fayette County
- o Reviews, researches, and updates zoning ordinances for text amendments to be recommended by the Planning Commission and approved by the Board of Commissioners.
- o Works with Engineering Department on interpreting, reviewing, and updating subdivision regulations.

- o Attends and provides technical assistance the Board of Commissioners, the Planning Commission, and the Board of Zoning Appeals for public hearings.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of zoning procedures and policies.
- o Knowledge of county ordinances and regulations.
- o Knowledge of computers and job related software programs.
- o Knowledge of GIS software.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in researching, interpreting, and compiling complex data and other information into a useful product.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Community Development Division Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include the county zoning ordinance, development regulations, subdivision regulations, the sign ordinance, the county code book, the occupation tax ordinance, the Comprehensive Growth Management Plan, the Land Use Map, the Thoroughfare Plan Map, and county tax maps. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative duties in support of the department's zoning operations. Strict regulations contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to oversee the department's zoning operations. Success in this position contributes to the positive growth and development of Fayette County.

PERSONAL CONTACTS: Contacts are typically with elected and appointed officials, members of the general public, attorneys, professional engineers, real estate agents, developers, contractors, members of the news media, and co-workers.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors, where the employee may be exposed to cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Zoning Coordinator (1) and Zoning Technician (1).

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

EXEMPT/HIPAA

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- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.