

SENIOR ZONING TECHNICIAN

MAJOR FUNCTION

This is a technical position involving the coordination of assigned technical staff ~~on~~ of the Zoning Department. Employees in this classification are responsible for ensuring a coordinated and scheduled process to accomplish department responsibilities in a time effective manner.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Assign and distribute work to subordinate staff to meet schedule demands and as workflow necessitates and tasks become difficult.
- Organize staff levels to provide for task coverage while allowing for training, sick leave, vacations or emergencies.
- Provide zoning information by phone or directly with a customer who comes to the department for specific information pertaining to property in Marion County.
- Determine the proper zoning classification for a proposed use by reference to the Land Development Code.
- Approve permits for zoning compliance prior to the issuance of building permits.
- Prepare reports and correspondence.
- Map legal descriptions for customers. Provide technical information to customers in timely and professional manner by assisting staff during peak hours and in difficult situations.
- Confirm flood zones from the FEMA maps. Determine flood zone elevations in conformance with FEMA maps, legal descriptions, topographic information and data analysis.
- Evaluate documentation submitted for family division and make recommendation to the director.
- Evaluate staff and work assignment progress.
- Coordinate work flow related to map generation, public notice and due process for zoning changes, special use permits and variance applications.

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SECONDARY FUNCTIONS

- Maintain and update zoning map amendments.
- Evaluate and process special event permits.
- Perform other tasks as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly coordinating work of a relatively small number of employees. Includes assigning, directing, and reviewing work of other zoning technicians. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff, promotion, or status changes. Coordinates workload planning, scheduling and operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate Degree or two-year college or technical school; and two years related experience or training; additional experience may substitute for a portion of the required education; or equivalent combination of education and experience.

Licenses

Possession of a valid Florida Drivers License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to write reports, business correspondence, and procedure manuals.

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- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Ability to assist the public with professionalism and courtesy/tact at all times.
- Ability to communicate clearly and concisely both orally and in writing.
- Extensive knowledge of the County's land development regulations, with fundamental knowledge of County structure and functions.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. This includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer; calculator; telephone; fax machine; copy machine; and other general office equipment in the completion of the tasks of the position.

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PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, or crouch; regularly be required to stand, walk, and lift up to 25 pounds, and frequently be required to use hands to finger, handle, or feel, and talk or hear. Vision requirements are close; distance; color; peripheral; depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this environment will be moderate.

Established: 10/99

Pay Grade: 16

Job Description Number:3251

Category: 1

Status: E

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