

ZONING MANAGER

MAJOR FUNCTION

This is management and administrative work in organizing and directing the activities of the Zoning and Development Review Department. The Zoning Manager shall be known as the “Zoning Director” to interpret and administer the zoning regulations of the County. Employees in this classification direct the activities of a technical, paraprofessional and professional staff engaged in the review, processing, and approval of Zoning applications and related department responsibilities.

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.

- Assists with interpretation and administration of land and development code; exercises authority in approval or denial of zoning applications based on technical interpretation of the land and development code.
- Directs the preparation of memos and correspondence pertaining to any aspect of zoning code administration.
- Prepares and monitors department budget and revenues and prepares special reports as required.
- Conducts special studies when directed by the Growth Management Director, Public Services Assistant County Administrator, County Administrator or County Commission which may require inspection of development.
- Directs through subordinates the planning, scheduling and coordination of department activities.
- Makes recommendations for development and implementation of policies, procedures and priorities to meet and establish goals.
- Attends public hearings, professional meetings, and board meetings.
- Administers flood plain management regulations for the County.

SECONDARY FUNCTIONS

- Performs 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

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is provided in person or by phone contact.

SUPERVISION

Direct supervision over a relatively small number of employees and indirect supervision of a moderate size staff who report to other supervisors or managers. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Bachelors Degree from four-year college or university; with five to seven years related experience or training; 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 legal documents and codes, scientific and technical journals, and financial reports.
- Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

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

Problem Solving Abilities

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- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions, mathematical or diagram form and deal with several abstract and concrete variables.
- Develops and implements plans, policies, specifications, and department programs.
- Functions independently as an expert in matters of specialized code, rules, policy, analysis, and budgetary systems.

Specialized Skills and Abilities

- Thorough knowledge of federal, state, and local regulatory requirements applicable to comprehensive planning and land use.
- Ability to plan, implement, and coordinate technical and administrative programs.
- Ability to establish and maintain effective working relationships with employees, departments, public officials, community groups, and the general public.
- 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. 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.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms, and lift up to twenty-five pounds; will regularly be required to stand, walk, and sit; and will frequently be required to talk and listen.

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 will be moderate.

Established: 04/2009

Pay Grade: 23

Job Description Number: 2280

Category: 2

Status: E

Revised: