

## **ZONING TECHNICIAN II**

### **MAJOR FUNCTION**

This is a technical position involving the mapping of legal descriptions, serving the public with confirmation of zoning classification and giving information on land development regulations and other related county ordinances.

### **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.

- Answer phone, greet visitors, provide zoning information and accurate explanations of the land development code and other related county ordinances to members of the general public on the telephone.
- Process zoning and land use request forms.
- Perform ownership and title research.
- Identify flood zone locations.
- Perform planned unit development review.
- Research all family divisions and process all required forms and permits.
- Plot and map legal descriptions.
- Responds to customer relations issues and provides resolution within scope of authority.
- Process temporary sign requests, alcoholic beverage licenses, temporary use permits and special events permits.
- Accepts applications for zoning changes, special use permits and variances.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties 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.

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### SUPERVISION

This position has no supervisory responsibility.

### EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

#### Education and Experience

High school diploma or general education degree (GED); and two 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 governmental regulations, general business periodicals, legal documents, professional journals, or technical procedures.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions, legal documents from 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 and trigonometry.
- 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 several abstract and concrete variables.
- 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.

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- Study manual work process to determine most effective methods for essential tasks.

### **Specialized Skills and Abilities**

- Ability to communicate tactfully and courteously with members of the general public.
- Ability to read, interpret, and map legal descriptions, deeds, aerial, and property maps.
- Extensive knowledge of the land development regulations with fundamental knowledge of the County's structure and function.
- Ability to organize and prioritize tasks and meet multiple deadlines.
- Ability to work with limited supervision.
- 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, map scale, rulers and scales, 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 stand, stoop, kneel, crouch, crawl, and to lift up to 25 pounds; will regularly be required to walk, and sit; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms and talk or hear, and listen. Special vision requirements are close, color, and peripheral vision, depth perception, and 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: 11

Category: 6

Status: NE

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Job Description Number: 6042

Revised: 2/2004