

ASSISTANT ZONING ADMINISTRATOR TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is a one year traineeship in which incumbents receive on-the-job training in zoning administration, inspection and investigation for a Town or Village. The work is carried out in accordance with established procedures, and is performed under the supervision of a higher level zoning administrator. Upon successful completion of the traineeship, the incumbent is promoted to the position of Assistant Zoning Administrator. Supervision is not a function of the class.

TYPICAL WORK ACTIVITIES:

1. Receives on-the-job and classroom training (when available) on standard zoning office practices and related inspection and investigation techniques;
2. Studies and learns all related laws, ordinances, and codes which will be enforced in the performance of duties;
3. Assists in reviewing permit applications for compliance with zoning ordinances;
4. Assists in inspections for compliance with zoning ordinances;
5. Checks plot plan measurements for compliance with side-line and size requirements;
6. Assists in the investigation of complaints of zoning violations;
7. Assists in the maintenance of records and issuance of reports on building and inspection activities;
8. Attends Planning Board meetings as required;
9. May issue sign and land use permits with supervisor's approval;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to learn local zoning ordinances and related sections of law; ability to establish and maintain cooperative relationships with a variety of individuals; ability to communicate effectively, both orally and in writing; ability to read and interpret site plans, specifications and maps; tact; good judgment; courtesy; good powers of observation; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

CE3303

ADOPTED: 11/15/87