

PLANNER - ZONING ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is professional work involving responsibility for research, preparation of reports and studies, and the recommendation of solutions to planning and zoning problems. The incumbent is responsible for administering the provisions of zoning ordinances and issuing land use permits sign permits and special permits in a municipality. Work is performed under the general supervision of a governing board or a municipal administrator of higher rank. Supervision may be exercised over a small number of technical and clerical assistants.

TYPICAL WORK ACTIVITIES:

1. Conducts studies involving research, investigation and analysis of sociological economic and environmental factors related to municipal planning and zoning;
2. Collects, tabulates and analyzes census data and other statistics;
3. Conducts studies on such issues as parking, traffic, land use, development, public utilities and community facilities;
4. Obtains and collates statistical data relative to capital improvement projects covering such subjects as tax base, elements of municipal indebtedness and sources of revenue;
5. Prepares charts drafts, designs, scaled layouts and other illustrative materials;
6. Reviews permit applications for compliance with zoning ordinances including size requirements for land and size restrictions for signs and buildings.
7. Issues sign, special, and land use permits;
8. Enforces provisions of zoning ordinances and subdivision regulations, investigates complaints; issues orders to remedy violations and summonses when violations are not remedied;
9. Attends regular and special meetings of the municipal planning board and zoning board of appeals, making recommendations on planning and zoning matters;
10. Maintains records of acts and decisions;
11. Prepares or assists in the preparation of applications for state and federal grants;
12. Participates in meetings with civic and business leaders concerning municipal planning and zoning needs;
13. Provides information on planning and zoning to the public via telephone or in person;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the provisions of the local zoning ordinance; good knowledge of the purposes, principles and terminology employed in municipal, regional and community planning; good knowledge of zoning and subdivision principles; good knowledge of current problems and literature in the field; good knowledge of research methods and techniques; good knowledge of federal and state programs related to the planning process; ability to develop skills and techniques in preparing specialized planning projects such as land development, community development economic development, transportation, housing, water supplies and others; ability to read and interpret site plans, specifications and maps; ability to understand complex oral and written directions; ability to get along well with others; firmness with courtesy; honesty; tact; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

PLANNER - ZONING ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Planning or a related field;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Planning or a related field and one (1) year of technical work experience in planning or a related field;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Work experience as described above may be substituted for the education requirements on a year-for-year basis.

PL0207

ADOPTED: 04/18/85