

## ASSISTANT ZONING ADMINISTRATOR

### DISTINGUISHING FEATURES OF THE CLASS:

This is an important position assisting in the processing of applications for permits and in the inspection of buildings for compliance with the Town or Village Zoning Ordinances. The work is carried out in accordance with established procedures, and is performed under the general supervision of the Zoning Administrator or other supervisory employee. Supervision may be exercised over clerical staff.

### TYPICAL WORK ACTIVITIES:

1. Issues sign, special and land use permits;
2. Checks permit applications for compliance with zoning ordinances, including size requirements for land and size restrictions for signs and buildings and the possible requirement of a zoning variance;
3. Checks plot plans with the building inspectors for lot size and where the building will be located;
4. Checks on reports of illegal dumping, junk and abandoned cars;
5. Investigates complaints of zoning violations;
6. Explains the requirements of the zoning ordinances to contractors and the general public;
7. Maintains records and issues reports of building and inspection activities;
8. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern office terminology, practices and methods; working knowledge of local zoning ordinances; ability to establish and maintain cooperative relationships with building contractors and the general public; ability to read and interpret plans and specifications; tact; good judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

High school graduation or possession of a high school equivalency diploma AND:

- EITHER:       (A)     One year of work experience which involved zoning activities, inspection work concerning buildings, contracting or similar activities;
- OR:            (B)     Two years of clerical experience for an organization or firm involved with the development or sale of real estate;
- OR:            (C)     Three (3) years of work experience which involved clerical duties and substantial public contact.
- OR:            (D)     An equivalent combination as indicated in (A), (B) and (C) above.

NOTE:    Related work experience may be substituted for educational requirements.

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ADOPTED:       12/14/78

REVISED:       03/05/87

08/05/88