



Gloucester County Job Description

POSITION: Assistant Zoning Administrator
DEPARTMENT: Planning and Zoning
JOB CODE: A312
FLSA: Exempt
GRADE: 18

GENERAL STATEMENT OF JOB: Under general supervision, performs supervisory and advanced technical administrative work for the Planning and Zoning Department. Employee must exercise independent judgment and initiative in ensuring compliance with zoning ordinance and other land use ordinances and permits. Employee must exercise considerable tact and courtesy in frequent contact with public. Reports to the Director of Planning & Zoning.

ESSENTIAL JOB FUNCTIONS:

1. Assists the Zoning Administrator in the daily implementation and enforcement of the Zoning Ordinance and overall zoning operations of the department and acts on behalf of the Zoning Administrator in his/her absence. Receives and responds in writing to complex zoning questions; provides recommendations of actions or refers inquiries to the Zoning Administrator
2. Provides recommendations and interpretations of Zoning Ordinance and other codes for consideration in application review and potential code amendments.
3. Supervises and directs the activities of assigned staff; participates in employee selection, evaluation, and disciplinary actions; provides guidance and training; and resolves problems as non-routine situations arise. Coordinates with planning, technical and other staff and code enforcement personnel engaged in review of zoning permit applications, inspections and enforcement activities.
4. Provides first line source of information relating to county development regulations and associated issues; determines the complexity of all proposals and the need for other personnel to be involved; and assumes significant responsibility to ensure the timeliness of zoning permit, plan and project reviews.
5. Reviews various permit applications with respect to zoning compliance. Researches available information to facilitate investigation of zoning code violations; prepares written notification for zoning code violations; confers with violators and explains nature of violation; and reviews and responds to concerns and inquiries from the public. Provides explanation of zoning codes, enforcement regulations, and County policies as related to land use and zoning; performs zoning inspections or causes them to be performed; and coordinates compliance with other land use codes of the County.
6. Performs investigations, reviews case histories and prosecutes zoning violations, maintains physical evidence for court hearings, prepares criminal warrants and authorizes summons, prepares for court appearances, appears in court and presents testimony
7. Provides technical assistance and explanation of complex information to citizens, builders, developers, architects and engineers. Performs research of property ownership, zoning classification and other required information; consults a variety of technical maps and records to ensure compliance with land use ordinances and responds to inquiries from county employees, citizens and other interested parties.
8. Answers routine correspondence; composes and types material, minutes, memos, lists, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar. Enters data and provides updates and information for website and other media. Prepares forms, applications and checklists to assist in application review and efficiency. Prepares and contributes to monthly quarterly, yearly and special reports.

9. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Majority of duties are performed in an office environment. Investigation of code enforcement complaints and violations involve site inspections (similar to the code enforcement officer).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the policies and procedures, organization and functions of the Planning and Zoning Department.

Thorough knowledge of the county zoning ordinance and other ordinances and codes, and related land use regulations.

Thorough knowledge of the judicial process as it relates to zoning code enforcement.

Broad knowledge of modern office practices, procedures, equipment and standard clerical techniques.

General knowledge of arithmetic, grammar, punctuation and vocabulary.

Ability to use and is skilled in the operation of a computer, typewriter or electronic data-entry equipment.

Ability to interpret policy and procedural guidelines and to resolve problems and questions.

Ability to maintain a variety of moderately complex records with attention to detail.

Ability to communicate effectively in oral and written form.

Ability to read and interpret surveys, plot plans, site plans, building plans, conceptual plans, and subdivision plans as related to applications and enforcement.

Ability to exercise independent judgment, discretion and initiative in completing assignments and handling difficult public contact situations.

Ability to communicate effectively and efficiently in a variety of technical or professional languages, including construction and legal terminology.

Ability to "catch on" or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions. (mental abilities)

Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly. Ability to speak/talk, hear/listen and read. (verbal abilities)

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device. (numerical ability)

Ability to comprehend forms in space and understand relations of plane and solid objects (spatial ability).

Ability to perceive or comprehend by the sense of sight, discriminate between colors (color perception), and determine distance relationship between objects (depth perception).

EDUCATION AND EXPERIENCE:

Possession of an Associate's degree, supplemented by college course work in paralegal studies, criminal justice administration, planning or related field.

Minimum of five (5) years of experience in local government zoning, inspections, compliance or management, with a minimum three (3) of supervisory experience.

Any equivalent combination of training, education, and experience which provides the required skills, knowledge and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Possession of Certified Zoning Administrator (CZA) designation from the Virginia Association of Zoning Officials (VAZO), or obtain within 18 months of employment.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day **O**= Occasional – less than 3 hours a day **P**= Periodic – several times a year
F= Frequent – between 3 and 6 hours a day **I**= Intermittent–several times a week/month **N/A**= Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>