CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: ZONING ADMINISTRATOR **JOB CODE: 1607**
DEPARTMENT: COMMUNITY DEVELOPMENT **DATE: 2/08**
REPORTS TO: CODE ADMINISTRATOR

JOB SUMMARY:

Interprets and administers zoning and sign ordinances; reviews zoning appeal applications and acts as City's representative to the Zoning Board of Adjustment. Assists in plan reviews, inspections, and enforcement of applicable city and state codes, ordinances, and regulations; investigates and effects abatement of all applicable code and ordinance violations.

ESSENTIAL JOB FUNCTIONS:

Interprets, explains, administers, and enforces zoning and sign ordinances, building codes, and applicable state and federal laws and regulations.

Consults directly with property owners, contractors, attorneys, and other governmental officials relative to the interpretation and application of city and state ordinances and to the preparation and submission of zoning relief applications.

Consults with and advises other personnel pertaining to the status of existing properties and situations in relation to compliance and conformity with codes and ordinances.

Reviews plans, documents, and applications for zoning relief appeals before accepting as complete; develops agendas for disposition before the Zoning Board.

Acts as city's representative before the Zoning Board of Adjustment, Code Review Committee, and (Building) Board of Appeals in coordinating meeting and agendas, advising on legal and procedural issues, testifying, and providing staff support.

Attends development and design review meetings for projects under proposal.

Provides staff support to the Demolition Review Committee, advising on legal and procedural issues.

Reviews plans and conducts field inspections related to various codes.

Receives violation reports and complaints; develops, maintains, and manages a tracking system of complaint and violation reports; communicates with complainants advising on enforcement activities.

Investigates complaints; writes reports and letters; issues orders for corrective actions specifying violation and required abatement.

Initiates investigations of zoning ordinance and building code violations.

Obtains warrants and coordinates searches.

Collects and prepares evidence and coordinates case preparation with the City Prosecutor; assists in prosecution through courtroom testimony and sworn deposition.

Drafts amendments and ordinances as deemed necessary.

Issues binding administrative decisions on matters of dispute or interpretation relative to zoning.

Supervises personnel as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Various Codes and Ordinances	General office equipment	Motor Vehicle
Computer	Copy and Fax Machines	Camera

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience

Bachelor's degree from college or technical school in related field; and four or more years of progressively responsible experience; or any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications

Valid New Hampshire driver's license. Must use personal, inspected, insured and maintained vehicle. International Code Council certification as a zoning inspector is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Site and building plans.

Report preparation and records management techniques.

Computer applications related to the work.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum supervision.

Communicating clearly and effectively, orally and in writing.

Preparing clear and concise reports, correspondence, and other written materials.

Effecting abatement of violations.

Mental and Physical Abilities to:

Read and understand engineered site plans and specifications.

Understand and carry out oral and written instructions, giving close attention to detail.

Read, analyze, and interpret professional periodicals and journals, technical procedures and government regulations, and various applicable code texts.

Deal with problems involving numerous variables in standardized and unique situations.

Speak effectively to others individually, in groups, and in public.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

Occasionally lift light objects.

Distinguish between shades of color.

Working Conditions:

Work is performed in an office or outdoors. The employee is exposed to cold and inclement weather and unsafe building conditions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.