

Jefferson County, West Virginia
Job Description

Position Title:	Zoning Administrator	Grade Level:	V
Department	Zoning Department	Date:	April 16, 2013
Reports to:	Director of Planning and Zoning	FLSA Status	E

Statement of Duties: This position is responsible for the administration and enforcement of the Zoning Ordinance and Subdivision Regulations and other regulations related to land use and land development. Other responsibilities may include the direct or indirect supervision of other staff members engaged in administration and enforcement of the Zoning Ordinance, as well as site plan and development project review and approval processes. This position oversees and supervises all aspects of the administration of the County Zoning and Land Development Ordinance. The Zoning Administrator also works under the guidance of State and Federal regulation, and County ordinances, regulations, policies and procedures.

Supervision Required: Employee works under the administrative direction of the Director of Engineering, Planning, and Zoning to enforce the Zoning and Land Development Ordinance and administer planning and zoning related functions for the County. Employee works from County policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and is the lead staff for the Zoning Department. Consults with supervisor only where clarification, interpretation, or exception to County policy may be required. The employee is responsible for recommending the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, leads clerical staff in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind of levels as is done by the group lead. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs clerical staff in specific tasks or explains work methods to be employed and indicated applicable reference material and guideline; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems; performance and training needs of employee; resolves simple, informal complaints of employees and refers others to the supervisor. Provides immediate supervision up to two full time clerical staff. Employee assigns, checks and reviews work which has standardized procedures. Supervisory responsibilities includes direct accountability for work results. Provides input when subordinates are evaluated, disciplined or trained by the department head. Work is subject to unpredictable fluctuations.

Confidentiality: Employee has access to confidential information of the department including law suits and client records.

Planning and Zoning Department
Zoning Administrator
4/16/09; revised 06/24/2024

Jefferson County, West Virginia Job Description

Accountability: Consequences of errors, missed deadlines or poor judgment may include time loss, adverse public relations, labor/material loss, jeopardize programs and legal repercussions.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of indoor environments such as office settings, with infrequent exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, and the news media. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance. The employee works on behalf of the department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. Work is performed under tight deadlines at times.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Responsible for the Administration, Enforcement and Interpretation of the County Zoning and Land Development Ordinance.
2. Review and evaluate all Site Plans and Subdivision Plats, including Concept Plans, and environmental assessments/determinations, for conformance with the County Zoning and Land Development Ordinance.

Planning and Zoning Department
Zoning Administrator
4/16/09; revised 06/24/2024

Jefferson County, West Virginia
Job Description

3. Evaluate zoning certificates, information requests, and subdivision proposals and projects for zoning code compliance, conformance to comprehensive plan, and land use development regulations and prepare written documentation of responses.
4. Act as lead staff liaison for the Board of Zoning Appeals, preparing and presenting staff reports on all actionable items, providing relevant background and Zoning and Land Development Ordinance references, and supervising clerical staff functions for the BZA.
5. Review Conditional Use Permit and Special Exception applications for completeness. Facilitate the public through the application and public hearing process with the Board of Zoning Appeals.
6. Prepare staff summaries and recommendations on development proposals as needed for presentation at various meetings.
7. Maintain a log of Zoning Ordinance and land use interpretations and policies for future reference.
8. Enforce code violations with the assistance of the Ordinance Compliance Officer and with the assistance of County Prosecuting Attorney.
9. Interpret and advise the public and development community on development activities, including participating in Pre-proposal Conferences (PPCs) requiring land use and zoning interpretation and preparing written responses.
10. Direct personnel engaged in publication of legal notices, and notification of adjacent property owners or affected agencies or organizations with regard to Board of Zoning Appeals land development matters in accordance with County, State and local regulations.
11. Collaborate with professional staff in preparation of amendments to any ordinances related to land use, land development standards and processes. Recommend amendments to provide clarity of intent and to support Comprehensive Plan recommendations.
12. Collaborate with professional staff in revisions or updates to the County Comprehensive Plan and in any special area planning studies or activities.

**Jefferson County, West Virginia
Job Description**

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree from an accredited college or university with three to five (3-5) years related work experience, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Valid driver's license required. Member in good standing of the American Institute of Certified Planners (AICP) preferred.

Knowledge, Abilities and Skill

Knowledge: Common principles and theories related to planning and zoning laws; department and office operations; laws and regulations pertinent to position functions; working knowledge of the Internet in support of department operations.

Abilities: Supervise, assign, and evaluate the work of employees. Ability to read plans, and enforce ordinances.

Skills: Good writing and oral presentation skills, record keeping, and time management skills are required. Effective customer service skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials. Usually, the work will require extended physical effort over a significant portion of the work day.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.