ZONING ADMINISTRATOR

Job Summary:

The Zoning Administrator reports to the Community Development Director. The employee performs professional-level zoning administration. The employee is responsible for promoting, facilitating and coordinating the planning, zoning and development activities of the City.

Major Duties:

- Review applications for variances, special use permits, subdivision and zoning changes, and Historic Preservation Certificate of Appropriateness applications.
- Prepare recommendations to the Planning & Zoning Commission, Historic Preservation Commission, Board of Zoning Adjustments, and the City Council consistent with the City Code.
- Acts as staff liaison to Planning & Zoning Commission, Historic Preservation Commission, Board of Zoning Adjustments, preparing agendas and staff reports.
- Coordinates assistance on planning and zoning issues with other City departments.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
- Reviews development plans for local zoning requirements.
- Reviews and approves routine sign applications.
- Makes recommendations on amending zoning-related Ordinances in the City Code.
- Actively works with developers and other organizations in an effort to enhance economic development activity within the City.
- Acts as backup for front desk and phone coverage and assist the Community Development Director as needed.
- Successfully writes and administers a variety of grants.
- Makes field inspections as necessary to clarify specific zoning complaints and confers with owners to alleviate violations.
- Serves as liaison between the City of Excelsior Springs and other governmental agencies and private sector organizations concerning planning and zoning-related matters.
- Functions as the primary contact for consultants and contractors for planning-related work.
- Stays abreast of State and Federal laws on all matters concerning zoning.

This is only an “example” of work duties; employee will be expected and required to perform other job-related duties as assigned by the Community Development Director and/or the City Manager.

Minimum Qualifications:

At a minimum, the applicant should possess:

- A thorough knowledge of research techniques.
- The ability to read and interpret zoning ordinances.
- The ability to read and interpret development plans.
- The ability to prepare ability to prepare accurate and concise reports.
- The ability to verbally represent data in an effective and understandable manner.
- The ability to make determinations relative to compliance or noncompliance with ordinances.

- The ability to deal tactfully and courteously with the public.
- The ability to establish and maintain effective working relationships with department personnel, public officials, developers, and the general public.
- The ability to speak before large groups and express ideas effectively.
- The ability to interpret and apply laws and regulations relating to land use actions.
- Employee must be able to attend early morning and evening meetings as required.

Training and Special Requirements:

- Applicants should possess a minimum of a bachelor degree from an accredited planning program, although a master's degree is preferred. Course work should include topics in land use regulation, historic preservation and community planning.
- Applicants should have a minimum of two years' of directly-related experience. Emphasis should be given to experience in grant writing and administration as well as economic development activities.

GRADE 18 Rev 9/16