

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Zoning Administrator</b>	<b>CLASS CODE:</b>	<b>712</b>
<b>REPORTS TO:</b>	<b>Planning Director</b>	<b>GRADE:</b>	<b>31</b>
<b>DEPARTMENT:</b>	<b>Planning</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Plans, organizes and manages the Zoning Administration & Technical Assistance Division, serves as Zoning Administrator as Board of Adjustment liaison reporting to the Planning Director.

**ESSENTIAL FUNCTIONS:**

1. Serves as Zoning Administrator interpreting zoning ordinances and community impact.
2. Acts as Board of Adjustment primary staff liaison overseeing meetings, processing and approving reports.
3. Plans, organizes and manages the activities and staff of the Zoning Administration and Technical Assistance Division.
4. Assigns projects, establishes individual project scopes, schedules, and performance expectations; monitors progress, and evaluates project and staff performance results.
5. Directs staff efforts in the development of new policies and services.
6. Makes oral and written presentations to the City Council, Planning commission, Board of Adjustment.
7. Conducts neighborhood meetings, and other efforts to promote public participation, and meets with neighborhood groups to mediate and resolve issues and development disputes.
8. Serves on City and intergovernmental committees and task forces on planning and development policy matters and technical issues.
9. Conducts research and analysis, develops findings and conclusions, and prepares reports and presentations.
10. Provides information, technical assistance, and professional guidance to Boards and Commissions, City Council, City Management, staff, developers, attorneys, other design professionals and the general public.
11. Interprets and administers the General Plan, Zoning ordinance, subdivision Regulations, and City development regulations, impact fee ordinance. Policies and design guidelines and reviews proposed developments for compliance with city plans and ordinances.
12. Resolves customer service issues and disputes presented by the general public, Development Community, City Management and City Council regarding development requirements and procedures.
13. Reviews staff work and presents reports and recommendations regarding zoning changes, variances, use permits, the General Plan, specific area plans, and proposed developments.

**SECONDARY FUNCTIONS:**

14. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

The Principles, practices and methods of urban planning and available implementation techniques.

Data gathering and research methods, data review, reporting and presentation.

The Principles and practices of staff management and modern supervising practices.

Development issues and concerns, neighborhoods, public participation techniques, and the development process, land use law, zoning and subdivision regulations, land use economics, and zoning administration techniques.

Negotiation, conflict management and consensus building techniques.

Urban design and site design principles and the related fields of Civil Engineering, Traffic Engineering, Architecture and Landscape Architecture.

City policies and procedures related to land use and development.

### **Ability to:**

Effectively plan and organize the work of others.

Effectively train and develop professional and support staff.

Ability to conduct research, compile data, analyze findings identify key issues, and prepare professional recommendations.

Plan, organize and manage the activities of project teams and multiple projects to completion.

Plan and administer a program and project budget.

Communicate effectively verbally and in writing.

Exercise considerable initiative and independent judgement.

Provide quality customer service.

Establish and maintain effective working relationships with Co-workers, citizens, business owners, City officials, upper management, Attorneys, other design professionals and developers.

Interpret regulations, policies and guidelines.

Implement City ordinances and policies, review site plans and architectural elevations, and analyze the potential impact of development proposals.

## **WORKING CONDITIONS:**

Office setting.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in urban planning, urban design, geography or a related field, and five years experience in urban planning including one year of zoning administration experience. A Master's Degree in Urban Planning, Urban Design or Public Administration is preferred.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

Valid Arizona driver's license.