



JOB TITLE Assistant Zoning Administrator	DATE December 14, 1999
DEPARTMENT Building and Housing Department	COMPARABLE WORTH RATING 68 - 71

REPORTS TO - Building Official/Zoning Administrator

SCOPE OF POSITION:

General Statement of Duties: Assists the Zoning Administrator with administration of the City Zoning Ordinances. Processes building permit and zoning applications and legal notices for conditional uses, variance petitions and zoning amendment public hearings. Attends meetings of the Planning Commission and the Board of Adjustments and Appeals. Prepares staff reports and legal resolutions for said hearings. Assists Building Official with footing inspections and witnesses air tests for wastes and vents (plumbing).

Performs inspection of buildings, structures, and land to assure that they are maintained in a safe and sanitary manner; performs plan reviews and on site inspections; investigates complaints and enforces all applicable codes and ordinances relating to construction and the use of land.

Work Environment: Indoors – outdoors, all weather conditions.

Supervision Received: Works under the administrative direction of the Building Official/Zoning Administrator

Supervision Exercised: None

PERFORMANCE RESPONSIBILITIES:

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the Building Official/Zoning Administrator:

- Examines site plans to ensure conformance with applicable zoning including subdivision and platting of land
- Inspects sites to ensure that they are in compliance with approved plans and related codes and ordinances
- Assists property owners, contractors, building managers, tenants and others in interpreting and explaining Zoning Codes, and applicable ordinances and State Statues governing all properties
- Provides assistance in processing of permit applications
- Consults with other agencies as necessary for the enforcement of applicable ordinances and regulations as they may effect Building, Housing, and Zoning
- Issues violation orders as appropriate; gathers evidence of violations and draws up charge sheets for the City Attorney as appropriate for zoning violations
- Drafts proposed zoning amendments and new ordinances
- Interprets land use plan and provides input when adopting new plan
- Local coordinator of MN Wetland Conservation Act
- Serves as a witness in court cases when required



- Keeps necessary records, makes necessary reports, and provides information to the Building Official
- Develops and maintains public relations with contractors and the public
- Serves as a technical resource for various agencies, contractors, and the public
- Provides input to the Building Official for budget preparation; assists in monitoring the budget during the year
- Assists in developing long-range operational plans for the department; assigns and adjusts priorities to meet shifting long-range plans and emergencies
- Attends seminars/classes that are related to field
- Other duties as assigned by the Building Official

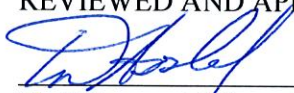
KNOWLEDGE, SKILLS, ABILITIES:

- Considerable ability to communicate tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public
- Considerable knowledge regarding Zoning Codes and applicable ordinances and State Statutes governing all properties
- Considerable knowledge of the safe and proper methods of building construction
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports
- Considerable ability to communicate complex information and rules effectively both orally and in writing
- Considerable ability to organize and plan the work of the department
- Considerable ability to prioritize work projects
- Considerable knowledge of tools, methods, operations, and materials used in the construction industry
- Considerable ability to work independently
- Computer skills in word processing and other applications
- Minimal physical exertion; ability to lift up to 20 pounds

MINIMUM QUALIFICATIONS:

- High School Graduate or its equivalent
- Bachelors degree in land use related field or 5 years experience
- Must have good working knowledge of the Zoning Ordinances, Minnesota Wetland Conservation Act, Shoreland Management Ordinance, and associated documents that effect the use of all lands.
- Must have three (3) years experience in the enforcement of Land Use regulations
- Must understand and have received formal training in the field of zoning administration.
- Must have Class D drivers license


REVIEWED AND APPROVED BY:



Staff Representative –AFSCME

4/10/13

Date



City of Hibbing – Administrator

4-10-13

Date