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# City of Broken Bow

Monday, August 27, 2012

City Council Regular Session

## Approval of Zoning Administrator Job Description

*Council will consider approval of an amended job description for the position of zoning administrator*

Staff Contact: City Administrator

## **Broken Bow City Zoning Administrator JOB DESCRIPTION**

**POSITION TITLE:** Zoning Administrator

**REPORTS TO:** Administrator

**APOINTED BY:** Mayor

**PURPOSE OF POSITION:** Responsible for the administration and operation of the city's permits and inspections through planning, direction, coordination, and technical activities as they pertain to the zoning, construction, and inspection of all structures within the city and surrounding jurisdictions as required and authorized in the Broken Bow Municipal Code; Responsible for the development and management of the City's comprehensive plan, zoning and subdivision regulations; Responsible for the enforcement of building and zoning codes, and assists in the enforcement of municipal code. Position is also responsible for enforcement of, in conjunction with the Broken Bow Police Department, all laws, regulations, and policies pertaining to nuisance and abatement procedures with the City limits and throughout the extraterritorial zoning jurisdiction as directed.

### **ESSENTIAL FUNCTIONS:**

Responsible for the enforcement of adopted building and municipal codes and zoning ordinances pertaining to the department; explains and interprets codes and regulations to owners, private contractors, government officials and the general public.

Reviews applicable codes, standards, ordinances and fee schedules to ensure appropriateness; recommends changes to city and state officials as needed.

Responsible for the administration, implementation, and enforcement of flood plain regulations including review of applications. Assists in the development of the city budget with input regarding inspections and zoning. Conducts inspections for compliance with applicable codes and city ordinances, as needed and authorized by statute; serves as a liaison and coordinates inspections with the state representatives.

Implements procedures and works with the other agencies, including the police, fire and health departments to correct zoning, building and municipal code infractions; issues verbal or written order for the correction of violations and infractions as allowed by City code. Investigates and resolves complaints from the general public concerning zoning, building and municipal code violations; prepares and files appropriate documentation and responds to complainant regarding action taken. Reviews plans, specifications and other data to ensure the accuracy in meeting the minimum requirements of applicable codes and zoning requirements. Prepares and advertises various meeting agendas, bids, legal notices and publications for the Planning Commission and Board of Adjustments.

Attends various meetings including but not limited to City Council, Planning Commission and Board of Adjustment ; answers inquiries and makes recommendations pertaining to inspections and zoning administration.

Responsible for the maintenance and distribution of amendments to Zoning Regulations, Subdivision Regulations, and Comprehensive Plan Responsible for issuing various permits and licensures, including plumbing, electrical, construction, etc; reviews forms to ensure that all qualifications are met; prepares and administers examinations to ensure individuals obtain specific qualifications for plumbing and electrical licensures as authorized and directed by the Mayor and City Council; prepares and submits monthly reports of permits issued to the City Council.

Additional Duties Include but are not limited to:

- Responsible for approving the issuance of addresses for properties.
- Assists in the planning of new areas within the city and surrounding jurisdictions; provides assistance to developers and the general public when needed.
- Attends various meetings and conferences to maintain awareness and keep abreast of the techniques and methods pertaining to inspections and zoning administration.
- Perform administrative duties including the preparation of various reports and records pertaining to the duties performed.
- Serves as a liaison with the city, the county and other governmental offices pursuing the resolution of mutual problems relating to the construction, inspections and zoning administration.
- Receives citizen complaints; records information and/or refers individual to appropriate person for resolution.
- Works with the Mayor and Chief of Police on declaration of and abatement of nuisances; supervises the preparation of notice of nuisances and coordination with City departments for the abatement of nuisances if necessary.
- Provides necessary information to the Council to support declaration of a nuisances and fees incurred to abate a nuisance.
- Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, digital camera, etc.
- Establishes and maintains positive public relations with the general public, private contractors and other business relations, other employees, other governmental agencies and municipal officials.

**ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:**

- Knowledge of and ability to apply various inspections and zoning ordinances and codes.
- Knowledge of and ability to apply the practices, methods, materials and equipment of the building industry.
- Knowledge of and ability to apply rules and regulations pertaining to the issuance of licensures and permits.
- Knowledge of and ability to apply routine office procedures and standard clerical techniques.
- Knowledge of and ability to perform accurate mathematical calculations using a calculator, ten key addition machine or manually.
- Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs and software pertaining to the duties performed.
- Knowledge of the city's responsibilities and use of independent judgment in the performance of duties.
- Ability to perform field inspections on new construction, alterations, repairs and remodeling within the city and surrounding jurisdictions.
- Ability to read and interpret blueprints, plans and specifications and relate them to applicable laws, rules and regulations, including documents submitted in electronic format.
- Ability to enforce ordinances and other regulations with firmness, tact and impartiality.
- Ability to accurately prepare and maintain various records, reports and other documents.
- Ability to deal with the general public in a courteous and tactful manner.
- Ability to perform job duties efficiently while managing frequent interruptions.
- Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
- Ability to operate standard office equipment.
- Ability to communicate effectively in English, both verbally and in writing.
- Ability to understand and follow both oral and written instructions.
- Ability to establish and maintain effective working relationships with the general public, private contractors and other business relations, other employees, other governmental agencies and municipal officials.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. All descriptions, duties, and requirements are meant to

provide a general description of the

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is occasionally performed indoors, but is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the city and surrounding jurisdictions. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions. An incumbent must adhere to safety requirements while on the construction site. An incumbent must have the ability to lift or carry various office and inspection supplies and tools on a regular basis and must possess the coordination and manual dexterity necessary to operate vehicles, computers and inspection tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, peripheral vision, depth perception, and the ability to adjust focus. Work requires extensive interaction with the general public, private contractors, developers and other business relations and may be stressful when dealing with irate individuals.