

NICHOLASVILLE PLANNING AND ZONING COMMISSION
POSITION DESCRIPTION

Class Title: Zoning Officer

Department: Planning and Zoning

Supervisor: Zoning Supervisor/Permit Technician

Supervises: None

Class Characteristics: Under general direction, administers and enforces zoning ordinances, related ordinances and codes; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Inspects buildings, signs, related structures and sites to ensure that contractors and/or owners have complied with zoning ordinances, related ordinances and codes.
2. Checks streets, yards, buildings, signs and related structures and/or uses to ensure proper maintenance in compliance with zoning ordinances.
3. Investigates complaints regarding violations of zoning ordinance3s, related ordinances and codes.
4. Prepares letters and reports for notification against violators of zoning ordinances, related ordinances and codes.
5. Compiles and prepares, after research, changes and modifications needed in zoning ordinances, related ordinances and codes and assists in recommending changes in same.
6. Occasionally may need to attend Planning and Zoning Commission, Board of Adjustments, and other meetings as required.
7. Keeps up with all scanning of new plats, street files, minutes, etc.
8. Assists zoning Supervisor at their requests reviewing site plans for zoning and local, stat and federal regulations.

Non-essential: None.

1. Performs engineering functions for city departments as time allows.

Training and Experience: Graduation from high school or equivalent (GED); no previous work experience requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of or ability to learns, local zoning ordinances and other local

operate a vehicle as a requirement of the job.

Tools and/or Equipment Used: Must drive vehicle as a requirement of the job; must use normal office equipment (computer hardware and software, telephone, fax machine, copier); tools to confirm compliance with subdivision regulations.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information.

Mental Effort: Moderate.

Interruptions: Frequent.

Special Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky as a condition of continued employment in the position.

Training Requirements: None.

Certification Requirements: None.

Additional Requirements: May occasionally need to work overtime.

Overtime Provision: Non-Exempt.