

# Zoning Director Job Description

<b>Name</b>	
<b>Hire Date</b>	
<b>Date In Current Position</b>	
<b>Review Month</b>	
<b>Department</b>	<b>Zoning</b>
<b>Reports to</b>	<b>Board of Supervisors</b>
<b>Position Number</b>	
<b>Warren County Pay Grade</b>	
<b>FLSA Status</b>	<b>Exempt</b>
<b>Supervises Others</b>	<b>Yes</b>
<b>Document Control Responsibility</b>	<b>Human Resources</b>
<b>Approved by</b>	<b>Board of Supervisors</b>

## Position Summary

The Zoning Director provides leadership, skill, and ability to ensure the implementation, promotion, facilitation, planning, zoning, and development activities for the County. He or she also provides the vision and long-term goals that are aligned with the future land use needs of Warren County. He or she also supervises the Zoning Administrator and the Assistant Zoning Administrator.

## Essential Functions

- Directly supervises Zoning Administrator and Assistant Zoning Administrator, including interviewing, hiring, and training employees. He or she appraises performance.
- Provides Leadership and oversees Zoning functions and staff, including review/approval of time off requests assuring coverage, time worked, work assignments, policy compliance.
- Assist the Zoning Administrator with communicating to the Board of Supervisors regarding issues presented to the Board for consideration during Board meetings; responding to questions presented by Board members; explaining how the issues impact or are impacted by the Warren County Land Use Plan and the Zoning Ordinances.

# **Zoning Director Job Description**

- The Director supervises the activities of the Zoning Administrator and the Assistant Zoning Administrator:
  - Review applications for variances, special use permits, subdivisions, and zoning changes.
  - Review building permits, site plans and subdivision plans.
  - Review recommendations prepared by the Zoning Administrator to the Board of Adjustment, Zoning Commission, and the Board of Supervisors.
  - Meet with property owners to resolve conflicts and issues pertaining to zoning.
  - Coordinate planning and zoning issues with other County offices.
  - Review initiation of enforcement procedures when code violations occur and inform the County Attorney.
- Provides support to the Warren County Economic Development Corporation.
- Oversee meeting preparations and public hearings and attend meetings.
- Assist, advise and make recommendation on all zoning issues, projects, and proposals to the Board of Supervisors.
- Serve as project manager for the Zoning Department and collaborates with Warren County department heads involved with projects and workflow (especially Environmental Health, Engineering, Emergency Management, Assessor, and Board of Supervisors).
- Request purchases for necessary maintenance/supplies/equipment through established processes.
- Assures program remains inside budget allocated.
- Serve as project manager for the Zoning Office.
- Manage grants awarded to the Historic Preservation Commission for the County's Certified Local Government.
- Works well with others.
- All other duties as assigned.

## **Education, Skills, and Experience**

- An undergraduate degree from an accredited college/university, or ten years of commensurate experience in zoning, and knowledge of industrial, residential, and commercial construction/development zoning and land use. Any combination of education, training and experience may be considered for qualification purposes.
- Training in comprehensive Planning and Land use and CoZo.
- Ability to perform mathematical calculations, analyze data, and prepare reports.
- Ability to develop and manage department budget.
- Demonstrate the ability to constructively lead and attain results through others.
- Ability to organize and manage multiple priorities and exercise independent judgment.
- Must have strong customer orientation skills.
- Excellent interpersonal and communication skills necessary for working with other employees/departments/offices within Warren County.
- Must be a positive representative of the Zoning Office and Warren County.

# Zoning Director Job Description

- Be a strong team player and demonstrate a commitment to the ideas and values of Warren County.

## **Physical Demands and Work Environment:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

**General Sign off:** *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

*I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_