

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Zoning Administrator	<b>Job Code:</b> 2107
<b>Date:</b> June 5, 2019	<b>EEOC Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is professional management-level work responsible to administer City-wide health, safety, zoning, and rental housing codes and other related City ordinances..

**CLASSIFICATION STANDARDS:** The single position allocated to this classification is responsible to the Community and Neighborhood Services Director and performs all work under very general direction. This work is distinguished by its responsibility to supervise and manage the zoning division of the Community and Neighborhood Services Department.

**ESSENTIAL DUTIES:** Oversee administration of City-wide health, safety, zoning, and rental housing codes in a uniform, tactful, and impartial manner; advise the Commission, Department, general public, and other groups on zoning issues; receive and investigate the most complex zoning issues; interpret policies, plans, and ordinances; contact violators and enforce codes and/or offer alternatives for resolution; coordinate with developers regarding project proposals, subdivision proposals, temporary use permits, and subdivision projects; review single family, apartment, and some multiple family plans for zoning compliance; approve business licenses and home occupation permits as necessary; ensure proper bonding; review and approve sign permits; interpret zoning ordinances and negotiate and coordinate enforcement with the needs of developers and residents; interpret and make recommendations in non-specific areas of ordinance enforcement; conduct research and prepare and present staff reports on various issues including Conditional Use Permits, Board of Adjustment, and Planning Commission; represent Provo City on various committees and boards and before the Municipal Council.

Develop and manage section budget; oversee purchasing process and approval of expenditures; propose and approve all contract and purchase specifications; develop, submit for review, and implement service programs, policies, procedures, and goals; ensure overall compliance with applicable ordinances, and local, State, and Federal regulations; ensure appropriate documentation of program activities; review logs and reports to identify and resolve inefficiencies; prepare various records and administrative reports on section activities and performance; maintain vehicle and equipment inventory; assist staff members as needed.

Supervise, plan, and coordinate work of assigned staff including scheduling workload and coordinating workflow; ensure staff training; review various work records and reports and ensure work is completed accurately and efficiently within deadlines; identify, evaluate, and resolve personnel concerns; conduct performance evaluations on staff and enact rewards and discipline if needed; make staffing decisions including hiring and firing; represent the department in various meetings and on multiple boards; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Planning, Public or Business Administration, or closely-related field and five (5) years of experience in professional planning work with emphasis in zoning work, one (1) year of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


**License(s) and Certification(s):** A valid, lawful Driver's License is required. American Association of Code Enforcement Certificate preferred, but not required.

**SELECTION FACTORS: Knowledge of:** zoning and subdivision ordinances, enforcement, and adjudication procedures; planning and zoning principles; modern management and supervisory principles and techniques; related health, safety, zoning, and rental housing laws, codes, ordinances, rules, and regulations governing functions of the position; permit processing procedures; operations, functions, and terminology common to the work; building construction materials and methods; building maintenance standards and sanitary practices; safe work methods; basic English composition, spelling, and grammar; budget preparation and administration processes. **Skill in:** interpersonal relations and management as applied to the direction and supervision of employees; dealing with the public in a pleasant, courteous, and calm manner in all circumstances; gathering and analyzing data and development plans; evaluating programs and procedures; practicing trust-building behaviors. **Ability to:** present complicated data, follow conflicting and complex arguments, identify key issues, and draw supportable and lawful conclusions; prepare clear, concise, accurate, and informative reports on complex issues; interpret general orders and research technical and specialized data and information; quickly and accurately perform work; communicate effectively both verbally and in writing; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; make presentations in public meetings and conduct public hearings in a professional manner; demonstrate a high level of commitment to the principles of positive customer service; lead the work of others.

**TOOLS AND EQUIPMENT USED:** Motorized vehicle, calculator, telephone, computer, digital camera, and other field and office equipment as needed.

**PHYSICAL DEMANDS:** Requires office work and field inspections which may require physical exertion including the ability to move among construction equipment, unfinished projects, unsanitary conditions, debris, or other hazardous conditions. May work extended hours and sit at a computer desk for long time periods while maintaining a concentrated attention to detail.

**ENVIRONMENTAL FACTORS:** Exposure to adverse weather conditions, prolonged sunlight, and work in areas with unknown and potentially unsafe conditions. May include exposure to high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances and the meeting of strict deadlines.

  
 \_\_\_\_\_  
 Department Director

3 June 2019  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

6/5/19  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.