



ZONING ADMINISTRATOR POSITION DESCRIPTION

GENERAL PURPOSE

This is a position with a very high degree of independence and responsibility of implementing and assuring compliance with the Deadwood Zoning and Subdivision regulations. The administrator performs activities pertaining to planning and zoning, including land use, transportation, zoning, development review, variance and special exception requests, economic development and other areas of planning impact.

The decisions and actions of the Administrator significantly affect the quality of Deadwood's built and natural environment, the public's health and welfare, and the public's perception of zoning. The decisions and actions can also have substantial economic impacts, particularly in matters of enforcement, which can have major effects for property owners, and places a heavy responsibility on the employee for maintaining public confidence and integrity of city government.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Deadwood City Commission and the Planning and Zoning Commission.

SUPERVISION EXERCISED

This position exercises supervision over technical, clerical, and professional personnel associated with the Zoning Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as staff to the Deadwood City Commission and the Planning & Zoning Commission on zoning matters.
- Provides oversight, assists and/or prepares reports, staff reports, meeting agendas and correspondence related to zoning matters.
- Organizes, attends as necessary, and ensures recordation of committee meetings as directed.
- Ensures consistent application and enforcement of all rules and regulations pertaining to the zoning and subdivision regulations. This requires a full knowledge and understanding of the Deadwood zoning and subdivision regulations, including knowledge of pertinent state statutes and practices.
- Receives and reviews applications and evaluates of their completeness and conformance with appropriate requirements.

- Participates in annual city budget preparations and monitoring.
- Participates in training opportunities to refresh existing knowledge and remains informed of new regulations, statutory changes, and case law that affect the interpretation, administration, and enforcement of zoning.
- Responds to requests for information from any member of the public on Deadwood zoning and provides information that is readily available in files in accordance with department policies.
- Discusses with all applicants the application procedures, ordinance requirements, and other information necessary to inform them of options and responsibilities. Develops and/or provides applicants with summary and checklist information of the procedures, deadlines, and fees.
- Meets with all applicants, either independently or as part of a staff team, to discuss the details of their proposals, and provides guidance as warranted with respect to a project's conformance with City standards.
- Cooperates with other staff and departments as warranted in the review of development policies.
- Issues permits within the statutorily prescribed time of an application for proposed uses or structures or changes in use if such use or structure is in strict conformity with the local ordinance(s).
- Ensures that all permits issued are posted as prescribed by law and copies distributed, as necessary.
- Calculates and collects necessary application fees and maintain records of all such fees collected.
- Conducts inspections of buildings and uses of land or structures to determine compliance with the terms of the zoning regulations and any representations of previously issued zoning permits.
- Issues notices of violation and orders of compliance and institute appropriate proceedings for enforcement of the provisions of the zoning ordinance where a violation persists.
- At the appropriate time, institutes legal proceedings through the City Attorney's Office.
- Provides primary staff support to the Deadwood Planning and Zoning and City Commissions.
- Maintains a database of zoning permit activity and prepare periodic reports.
- Investigates citizen complaints to determine if violations exist; maintains appropriate records of such investigations; and follow-up as necessary to ensure compliance.

- Prepares reports, staff reports, meeting agendas and correspondence related to zoning.
- Assists in preparation of agenda packets for the Planning & Zoning Commission.
- Attends Planning and Zoning Commission meetings and presents information as directed.
- Assists in maintaining the Zoning portion of the city website and ensures the minutes and agenda packets are appropriately posted.
- Participates in staff meetings and other departmental functions to coordinate activities and ensure the smooth, efficient, and effective operation of the Planning and Zoning Department.
- Maintains the flow of communication through the office in an efficient and effective manner with staff, boards, commissioners, the public, businesses, and others.

PERIPHERAL DUTIES

- Participates in staff and safety meetings and other departmental functions to coordinate activities and ensure the smooth, efficient, and effective operation of the department(s).
- Though a position with statutorily defined duties, the Zoning Administrator also functions as part of a departmental team and as a part of a broader local governmental entity. Needs to maintain lines of communication and cooperation among other departments and staff.
- Assists in planning activities, such as in providing permit activity data and analyses, assisting in the zoning revision process, providing feedback on recommended zoning changes, or other activities.
- Coordinates the development of application forms, instructions, and other materials including internet and website access.
- Assists the support staff in maintaining appropriate records and files and assuming clerical duties as necessary in order to meet obligations.
- Participates in annual budgeting and report preparation.
- Performs a variety of miscellaneous duties as assigned.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Graduation from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
- Prefer individual with working knowledge of zoning law or past experience in administering zoning ordinances and guidelines preferably

supplemented by courses in zoning and building matters combining experience with training.

- Two years of responsible related experience or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- A deductive, logical system of thought common in reading and interpreting legal documents.
- Possess the ability to work and communicate effectively, both orally and in writing, with residents and governmental agencies.
- Position requires an understanding, experience, and enthusiasm for engaging the public in zoning matters.
- Employee must possess the ability to provide information regarding zoning ordinances.
- An ability to read legal descriptions and similar pertinent documents for zoning administration.
- Basic knowledge and computer skills in use of word processing, database, mapping, and computer networking abilities.

SPECIAL REQUIREMENTS

- Ability to attend evening and weekend meetings and project meetings as necessary.
- Must possess or be able to obtain a valid South Dakota driver's license.
- Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
- Telephone and etiquette skills.
- Ability to speak before groups and organizations.
- Ability to pay close attention to details.
- Able to work independently with little or no supervision.
- Prioritize and schedule workload appropriately to meet deadlines.

TOOLS AND EQUIPMENT USED

Computer and associated software such as Microsoft Office suite or equivalent, ArcGIS, Pictometry, digital camera, telephone, photocopier, and other office equipment.

PHYSICAL DEMANDS

The physical demands 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 those individuals with disabilities to perform the essential functions.

Employee will be required to perform onsite inspection of pre-construction and in progress construction project sites. Job requires periods of sitting, standing, bending, and occasional lifting. Some other requirements include a normal range of hearing and manual dexterity to operate keyboard, telephone, photocopier, and other office equipment as needed.

Prolonged walking over uneven terrain, on stairs, handgrip to pull oneself over obstacles in order to conduct and perform site inspections and specific evaluations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable those individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee periodically works outside and is exposed to all types of weather conditions and different terrains.

The noise level in the work environment is quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.