



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Zoning Manager	Job Code:
Reports to: Director of Development Services	FLSA Status: Exempt
Department: Development Services	Approved:

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

Purpose of Classification:

The purpose of this job is to administer, interpret and enforce the Zoning Ordinance. This position works independently, under limited supervision, reporting activities or importance through periodic meetings with the Department Director and other staff as appropriate. The ability to effectively work with and develop positive relationships with different community and industry groups, elected and appointed officials, and the general public is required. Also required is the ability to research, navigate, understand, and concisely report information contained in the County ordinances. Consistent accuracy and attention to detail is necessary. Must have strong written and verbal communication skills as well as the ability to mentor staff and provide guidance on public staff reports, technical recommendations, and presentations. Attendance and public speaking at regular evening hearings and public work sessions is required. Supervision Responsibilities: Oversees the recruitment, employment, evaluation and release of staff and temporary personnel in the Zoning Office, to include the Zoning Technician and Code Enforcement Officer positions. The desire and ability to work closely and cooperatively with all areas of Development Services to support a successful and holistic work environment.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Consultation with citizens concerning proper and potential land use.

Provide customer service for zoning-related matters, both in-person and over the phone.



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Principal Duties and Responsibilities Continued (Essential Functions):**

Administer applicable ordinances through permit reviews and analyses, including plats, site and development standard for building permits, and legislative and quasi-judicial zoning-related applications.

Manage pre-application meetings for zoning-related applications including pre-review of all submittals, and follow-up correspondence with applicants.

Create and maintain standard operating procedures for all zoning functions.

Write staff reports for County Planning Board meetings.

Complete business license reviews for compliance with zoning regulations.

Conduct research on zoning-related matters.

Present cases, research, and recommendations to the County Planning Board and Board of Commissioners.

Administer the zoning ordinances, including making recommendations to review, update and/or modify ordinances; identify impacts of proposed ordinance changes and of applicable local, state, and federal regulations; and makes presentations to the Board, and Commissioners.

Attend various meetings, serve on committees, and makes presentations as needed; serves as staff liaison to the Planning Board; and oversees posting of department-related public meeting ads, signs, notices, preparation of meeting agendas and minutes.

Communicates official plans, policies and procedures to staff and the general public.

Review site plans, and business license applications for compliance.

Conducts site inspections generated by permits, complaints or general inquiries.

Responds to public inquiries and complaints relating to the provisions of the Zoning Ordinance.



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Principal Duties and Responsibilities Continued (Essential Functions):**

Attends development review meetings and provides comments regarding zoning.

Attends meetings requested by staff or the general public when zoning information, or when clarity is needed.

Support, assist, and supervise code enforcement with ordinance enforcement issues and development of code enforcement program.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures to zoning technician.

Resolves grievances; assists subordinates in performing duties; adjusts errors and complaints.

Prepares and sends Zoning Map Amendments for Board of Commissioner and Planning Board approvals.

Gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Initiates DRI applications.

Works closely with Planning Manager and support each other.

Researches ordinances from County and other municipalities to assist in case review, as well as general revision and updates.

Implements office procedures; implements office goals; ensures compliance with policies and rules.

Trains employees on department policies and procedures.



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Principal Duties and Responsibilities Continued (Essential Functions):**

Work schedules, to include rotating shifts, hours of work and days off may be changed at any time at the discretion of the supervisor in order to fit the needs of the County.

Regular and routine attendance at work is required.

Additional Functions:

Knowledge of County personnel policy.

Knowledge of Planning and Zoning theories and principles.

Knowledge of job-related computer applications.

Knowledge of modern office practices and procedures.

Knowledge of computers and other modern office equipment.

Skill in developing short- and long-range plans.

Skill in establishing priorities and organizing work.

Skill in public and interpersonal relations.

Skill in oral and written communication.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Qualifications:

Associates degree preferred. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field. Experience sufficient to thoroughly understand the principles relevant to the major duties of the position, usually interpreted to require two to four years of related experience. Knowledge of zoning theories, principles, and practices.



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Knowledge of the County-specific zoning ordinance, and other County regulations and policies. Skill in management and supervision. Skill in oral and written communication. Ability to apply judgment, selection, and interpretation in application to varied and complex problems.

Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory,



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judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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