

## **City of Grand Rapids Job Description**

**Job Title:**                **Zoning Administrator**  
**Department:**        Community Development  
**FLSA Status:**        Exempt  
**Approved by:**        City Council  
**Approved Date:**     July 26, 2021

**Summary:** Performs intermediate technical work compiling data for planning studies, document review, inquiry research, report writing, database maintenance and project tracking, and related work as apparent or assigned. Work is performed under the moderate supervision of the Director of Community Development.

**Essential Duties and Responsibilities** include the following. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Acts as the primary contact for customer inquiries related to zoning and land use.
- Acts as the primary contact for permitting and planning zoning compliance; signs off on all permits.
- Maintains the website.
- Summarizes information from maps, reports, field and file investigations, and books.
- Traces maps and prepares statistical tabulations, computations, charts, and graphs to illustrate planning studies in areas such as population, transportation, traffic, land use, zoning, proposed subdivisions, and public utilities.
- Provides technical and professional advice; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Prepares a variety of studies, reports and related information for decision-making purposes and presents that information to the Planning Commission and City Council.
- Prepare grants applications and reports as directed.
- Prepares and updates files and records.
- Answers public inquiries and conducts field interviews.
- Makes surveys of traffic flow, parking, housing, educational facilities, recreation, zoning, and other conditions which affect planning studies.

- Assists in the review of land use proposals for conformity with existing ordinances and comprehensive plans.
- Manages and operates a database of building permit and development activities.
- Responses to citizen inquiries related to development standards, processes, building codes and zoning regulations.
- Provides assistance by performing as needed research related to planning and economic development.
- Assists in tracking zoning related public petitions to ensure deadlines are met, notifications are made, etc.
- Compose, type and edit correspondences, reports, messages and other material requiring judgment as to content, accuracy and completeness.
- Compile departmental reports as requested or required; maintain files and records.
- Attends regular and special EDA meetings.

**Knowledge, Skills, Abilities and Competencies Required:** The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions at a satisfactory level.

**Analytical** - Collects and researches data.

**Problem Solving** - Gathers and analyzes information skillfully.

**Technical Skills** - Strives to continuously build knowledge and skills.

**Customer Service** - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

**Oral Communication** - Listens and gets clarification; Responds well to questions; Able to present information in a public forum.

**Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

**Strategic Thinking** - Develops strategies to achieve organizational goals.

**Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

**Motivation** - Demonstrates persistence and overcomes obstacles.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures.

**Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Seeks increased responsibilities; Asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work.

### **Education and/or Experience**

Bachelor's degree in geography, planning, or related field working with geographic information systems, or equivalent combination of education and experience.

Valid driver's license in the State of Minnesota.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to interpret local, state and federal ordinances related to land use. Ability to gather and present data in one on one or small group settings.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions,

percentages, area, circumference, and volume. Ability to calculate rates, ratios and percentages. Ability to make arithmetic computations using whole numbers, fractions and decimals.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of MS Office products: Access, Excel, Word software. It is preferred that this individual possess, or have the ability to obtain, a working knowledge of geographic information system (GIS) software and AutoCAD software. Ability to use GIS to create standard mapping or geographical references such as maps and site plan drawings. Ability to use standard digital photography equipment. Ability to assist with maintaining the website.

### **Other Skills and Abilities**

Independent decision-making skills.  
Thorough knowledge of zoning and land descriptions.

**Physical Demands** This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and lifting; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions and exposure to vibration; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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