
Building Code & Zoning Regulatory Administrator

Exempt: No **Salary Level:** Grade 11 **Department:** Planning & Zoning

Supervisor: Director of Planning & Zoning

Approved By:  **Date:** April, 2009

JOB FUNCTIONS: Under limited supervision, performs administrative enforcement of zoning ordinances and building code compliance and performs technical research work in the Parish's Planning & Zoning Department. Job holder is responsible for administration and enforcement of zoning ordinances; administration and enforcement of building codes; conducting technical research relative to specific projects; and assigning duties to support staff. Work involves assisting the Planning & Zoning Director; conferring with various department staff, governmental officials, attorneys, and the general public concerning assigned responsibilities; attending public meetings; issuing directive in regards to zoning and building code compliance; preparing budget information; and preparing various reports.

This position is "safety sensitive" and subject to random drug testing as per Parish ordinance(s) pertaining to substance abuse. This position may be classified as essential during declared emergencies or natural disasters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Administers and enforces zoning ordinances; reviews, provides research, and makes recommendations concerning zoning ordinances and building code compliance.
2. Administers and supervises all Planning & Zoning functions to include building code, permitting, zoning code, and regulatory changes; ensures effective compliance with regulations; and manages all third-party cooperative endeavors as it relates to building code enforcement and zoning management.
3. Coordinates activities of department staff; assigns tasks, investigations, and inspections to support staff; reviews reports and makes recommendations to Department Director;
4. Conducts and assists in field inspections as needed.
5. Conducts periodic evaluations of work activities and procedures to ensure compliance with department and Parish rules, regulations, ordinances, and resolutions; establishes performance standards relative to operating procedures and makes recommendations concerning personnel performance.
6. Consults with and assists Planning & Zoning Director, government officials, attorneys with regard to assigned responsibilities and zoning code or building code ordinances.
7. Is involved in final departmental determinations and decisions on code interpretations and code amendments; works with management in solving practical problems associated with zoning ordinances and building codes; and issues directives regarding zoning code and building code compliance.
8. Reviews rezoning, special permit, re-subdivision, Zoning Board of Adjustment, and other various land use reports for accuracy and makes recommendations.
9. Assists in preparation of the department's budget estimates.

10. Stays abreast of trends in field and makes recommendation regarding policies on same.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Generally, this position is not responsible for the direct supervision of other employees on a day-to-day basis; however, this position may make determinations in policies and procedures in the absence of the Department Director. Responsibilities also include planning, assigning, and directing work activities in the absence of Department Director. Performs these responsibilities in accordance with Parish policies and applicable laws.

QUALIFICATION REQUIREMENTS: Associates or Bachelor Degree in related field and 3 to 5 years of experience in Regulatory Zoning Administration and/or Building Code Administration at the local government level, with supervisory experience; or any equivalent combination of training and experience which will provide the required knowledge, skills and abilities. Must possess current certification through ICC/AACE Certification Program as a Certified Code Enforcement Administrator. Must have a valid Louisiana Driver's License with an acceptable driving record. Required licenses and certifications must be kept current during employment with Parish.

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, adding machines, and tools, etc. Must be able to exert force occasionally, to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (Whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of reports, correspondence, ordinances, forms, technical drawings, blueprints, maps, etc. Requires the ability to prepare correspondence, reports, forms, budget estimates, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to communicate with people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interests, profit, loss, ration and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinates hands and eyes rapidly and accurately in using automated office equipment and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye, hand, and foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear (Talking: expressing or exchanging ideas by means of spoken words; Hearing: perceiving nature of sound by ear). Must be able to communicate via a telephone.

Other Knowledge, Skills, and Abilities:

- Considerable knowledge of legal procedures as related to the enforcement of zoning laws and ordinances and building code compliance.
- Knowledge of construction practices and of various stages of construction when violations regarding zoning and/or building code compliance should be observed and corrected.
- Considerable knowledge of modern office practices, procedures, equipment and clerical techniques.
- Considerable knowledge of construction terminology and techniques.
- General knowledge of the organization and functions of Parish government.
- General knowledge of Parish geography.
- General knowledge of the principles of supervision, organization and administration.
- General knowledge of research techniques and reporting methods.
- General knowledge of the current literature, trends, and developments in the field of zoning administration.
- Computer knowledge sufficient to assign work and generate management-level reports, analyses, and presentations.
- Sufficient mathematical skills so as to be able to calculate square footage from building plans and other similar basic mathematical calculations relating to the interpretation of construction plans, specifications, and other documents.
- Skilled in the collection, analysis and presentation of technical data and zoning recommendations.
- Analytical and research skills sufficiently developed so as to independently pursue solutions to complex code or construction-related questions.
- Ability to interpret Parish regulations and procedures, to collect and analyze information and make recommendations for changes.
- Ability to read and interpret plans and specifications accurately and make comparisons with construction in progress.
- Ability to express ideas effectively orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

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 will be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee primarily works in an office environment; however, may be exposed to extreme cold or heat occasionally when

performing work in field.

2. The noise level in the work environment is usually moderate.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice. The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.