

## LAND USE SPECIALIST

### FUNCTION OF THE JOB

Under supervision, to perform professional work reviewing, interpreting, and enforcing zoning applications and codes, to provide technical information to the public on zoning and land use matters, and to perform other duties as required.

### CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides technical information and assistance to the public concerning zoning ordinances, land division laws, land use planning, permit and appeal processes, and other related land use regulations.
2. Investigates possible violations of zoning codes; determines compliance, notifies owner and, where necessary, recommends corrective action and sets deadlines.
3. May conduct and attend public hearings; and research and prepare written findings of fact and recommendations on zoning ordinance amendments, conditional uses, and board of adjustment cases.
4. Prepares and presents reports and recommendations to the management staff.
5. Issues reports and corresponds with parties to comply with zoning ordinances and/or to alter the structure or site to comply with the ordinance; and may issue citations for non-compliance.
6. Reviews, researches, and approves zoning and business plans of operation permits which are in conformance with zoning codes and approved conditions.
7. Performs field inspections as part of the zoning and business plan of operation permit processes, and to investigate zoning and land use violations.
8. May appear as a witness in an appeal hearing or court in regard to violations of zoning codes and regulations.
9. May maintain GIS data files for zoning and land use information; maintain zoning and land use maps; process standard and custom map requests; and perform various other technical mapping duties.
10. May perform wetland delineations and determinations, and provide technical assistance on the application of shore land and wetland regulations.
11. Establishes and maintains effective working relationships with state and local agencies, officials, and the public.
12. Performs other duties as required.

### QUALIFICATIONS

#### Essential Knowledge and Abilities

1. Considerable knowledge of applicable laws, codes, and ordinances governing land use planning and zoning.
2. Working knowledge of modern principles and practices of land use planning, zoning, and other related land use issues.
3. Working knowledge of zoning and planning research and investigative techniques.
4. Working knowledge of the principles and practices of cartographic drafting.
5. Working knowledge of the use and application of GIS technology in land use planning.
6. Working knowledge of the principles and practices of cartographic drafting.
7. Ability to analyze and interpret construction plans, maps, and zoning laws, ordinances, and regulations.
8. Ability to secure facts through investigations and inspections and to effectively analyze and

## QUALIFICATIONS

### Essential Knowledge and Abilities (continued)

- interpret them.
9. Ability to maintain accurate and complete records and to prepare clear and detailed oral and written reports.
  10. Ability to establish and maintain effective working relationships with state and local agencies and officials, and the public.
  11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
  12. Ability to communicate effectively, both verbally and in writing.

### Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, landscape architecture, geography, or closely related field.