

SENIOR LAND USE SPECIALIST

FUNCTION OF THE JOB

Under supervision, to perform senior level professional work involving the interpretation and enforcement of County zoning and land division ordinances, to approve zoning permit applications, to provide technical information to the public on zoning, planning, and land division matters, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides technical information and other assistance to state and local officials and the public concerning zoning ordinances, land division laws, land use planning, permit and appeal processes, and other related land use regulations.
2. Reviews, researches, and approves zoning, conditional use, and business plans of operation permits and variance applications which are in conformance with the County zoning ordinances and approved conditions.
3. Arranges, conducts, and attends public hearings; provides technical assistance; and researches and prepares written findings of fact and recommendations on zoning ordinance amendments, conditional uses, and Board of Adjustment cases.
4. Reviews and provides technical advice on land division requests and plat submittals; coordinates the submittal and review process with required agencies; and makes recommendations regarding compliance with all relevant planning and zoning regulations.
5. Performs field inspections to review and report on conditional uses, Board of Adjustment cases, and zoning permits; and to ensure construction and on-going use complies with approved plans and conditions.
6. Investigates complaints or allegations of zoning violations, determines compliance and appropriate corrective action, issues citations when necessary, and monitors correction of violations.
7. Issues reports and corresponds with parties to comply with zoning ordinances and land use plans, and/or to alter the structure or site to comply with the ordinance or plan.
8. Appears as a witness in an appeal hearing or court regarding violations of zoning or land use 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. Assists in the preparation of studies on current and long-range land use projects; drafting of zoning amendments and land use plans; and performs other special projects or studies.
11. Coordinates and participates in Development Review Team meetings.
12. May perform wetland delineations and determinations, and provide technical assistance on the application of shore land and wetland regulations.
13. Prepares and presents reports and recommendations to the management staff.
14. Establishes and maintains effective working relationships with state and local agencies, officials, engineers, surveyors, developers, and the public.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of applicable laws, codes, and ordinances governing land use planning, land division, and zoning.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

2. Considerable knowledge of modern principles and practices of land use planning, zoning, and subdividing and other related land use matters.
3. Considerable knowledge of zoning, planning, and land division 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. Ability to analyze and interpret zoning and land division laws, ordinances and regulations.
7. Ability to secure facts through investigations and inspections and to effectively analyze and interpret them.
8. Ability to analyze and interpret subdivision designs, site plans, construction plans, specifications, maps, and layouts.
9. Ability to prepare detailed reports and make recommendations for submission to the zoning board of adjustment and/or local planning commissions.
10. Ability to establish and maintain effective working relationships with state and local agencies, officials, engineers, surveyors, developers, 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 prepare and make public presentations.
13. Ability to communicate effectively both verbally and in writing, and to negotiate resolutions.

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.
2. Two years of responsible work experience in land use planning, zoning, and land division ordinance enforcement or administration or a closely related field.
3. A master's degree in an area listed above may be substituted for one-year of the work experience requirement.