

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB123 Zoning Administrator
POSITION #/TITLE: 0645 Zoning Administrator	Adopted: 01-15
	Revised:

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Dept: Development Services	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 15
Reports To Position #/Job Code #/JC Title: 2411/NB459/Development Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Provides shared administrative assistance to coordinate land development activities, and economic development and redevelopment activities principally within the Development Services Department and others as may be applicable. Serves as the Zoning Administrator for the City of Cedar Rapids.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Independent initiative is required to respond to multiple and on-going projects. Work assignments are significantly complex, subject to minimal supervision. Discretion is allowed for interaction with and presentation to committees, commissions, boards, the Council and outside interests. Supervises employees in the classification of Zoning Officer.

Examples of Essential Work (Illustrative Only)

Plans and prepares documentation to secure financial assistance for the City and to the extent necessary, directly supervises projects/activities funded within the Development Services Department to ensure implementation with applied skill that compels proper/timely contracting, regulatory compliance, budgeting/accounting and monitoring/reporting;

Oversees the administration of assisted projects/activities implemented by other City Departments and Divisions, including provision of quality control measures that ensure financial accountability with regulatory compliance and accurate/timely reporting;

Provides coordination and over-sight of activities implemented by for-profit/non-profit entities receiving funding assistance as a “sub-recipient” of the City, including the provision of structured guidance with annual orientation, on-site monitoring, and continuous technical assistance;

Assists with the coordination of participating community groups, business organizations, and individual citizens in accessing and administering appropriate funding resources;

Researches community needs and reports findings and recommendations as a part of planning initiatives which are companion to assisted funding programs;

Provides administrative staff support to assigned informal committees, (and/or formalized commissions/boards), to facilitate citizen participation needed for the procurement or administration of financial assistance;

Develops documentation and procedures for the establishment and maintenance of financial accounts which dedicate or “revolve” funds for specific purposes (such as loans for land/economic development, housing assistance);

Administers design review process, which includes coordination with various City Departments for application review, presentation of cases to the Committee, Board of Adjustment or City Council, and development of related policy recommendations;

Facilitate rezoning, site development plans, subdivisions, and conditional use applications;

Maintains appropriate records on rezoning, site development plans, subdivisions, and conditional use cases for presentation;

Prepares materials for City Planning Commission, City Council, and manages the appeals and administrative actions of the Zoning Board of Adjustments;

Establishes and administers financial monitoring activities for both tax increment and tax exemption programs;

Reviews developer documentation related to compliance with performance thresholds established under development agreements;

Coordinates and prepares documentation related to development and urban renewal plans for identified areas;

Provides technical advice concerning funding applications, land development proposals, and administrative functions;

Prepares tax increment financing (TIF) reports for use by City staff in various departments and also external reporting, such as annual documentation submitted to the State of Iowa;

Assists with the administration of the City’s Brownfield initiatives, which includes securing various grant sources, preparing status reports for State/Federal funding sources and coordinating brownfields activities with overall planning efforts;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends and participates at meetings, conferences and workshops as requested and authorized;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of applications/practices which promote land and economic development, particularly as may be applied for the purpose of job creation/retention;

Thorough knowledge of public and private funding sources and financial incentives;

Thorough knowledge of local homeless and low/moderate income issues;

Thorough knowledge of financial practices and procedures particularly related to budgeting/accounting and loan establishment/maintenance (for accounts payable & receivable);

Thorough knowledge of local geography, demographics, and economics, especially as related to influences affecting trends;

Thorough knowledge of general economic development activities such as urban renewal tax increment and urban revitalization tax exemption programs;

Thorough knowledge and experience in administering and monitoring development agreements related to economic development projects;

Thorough knowledge of current procedures and practices involved in land development issues;

Thorough knowledge of all City Zoning and subdivision Ordinances, and State Laws regarding zoning, subdivision, and annexations;

Thorough knowledge of City Land Use Policy Plan, existing land uses, and development policies and standards;

Thorough knowledge of applicable state and federal laws;

Considerable knowledge of current practices and procedures involved in grant applications and administration;

Ability to prepare ordinances, resolutions, contractual agreements, and other accurate and reliable reports containing findings, recommendations, and conclusions concerning funding Opportunities, land/economic development activities, and general supportive administration;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Urban Planning or a closely related field; and
Considerable experience in land economic development, planning and financial procurement and administration; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Driver's License.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit other work stations in the City.