

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB522 Zoning Coordinator
<b>POSITION #/TITLE:</b> 2568 Zoning Coordinator	<b>Adopted:</b> 12-15
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
-----------------------------

<b>Dept:</b> Development Services	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining	<b>Salary Grade:</b> 09
<b>Reports To Position #/Job Code #/JC Title:</b> 0645/NB123/Zoning Administrator	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Non-Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job Fit Assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
------------------------------------

Coordinates reviews and provides technical service to assure that properties are developed in conformance with the City's Comprehensive Plan, Zoning, Subdivision and Stormwater Ordinances and other related codes.

<b>Distinguishing Features of the Class</b>
---

Considerable leeway is granted for the exercise of independent judgement and initiative. The Zoning Coordinator works under direction from the Zoning Administrator and may take work direction from the Development Services Manager. Performs most tasks independently, with technical guidance as needed from Development Services staff.

<b>Examples of Essential Work (Illustrative Only)</b>
---

Coordinates the processing of conditions, inspections, permits and certificates of occupancy for one and two-family home construction projects;  
Coordinates zoning matters with other sections within the Development Services Department or with other State or City departments;  
Makes recommendations to improve zoning and land development reviews, operations and procedures;  
Reviews new plats, building plans and zoning proposals and coordinates development of City required conditions for platting and zoning approval;  
Coordinates and prepares revisions to site development plans, prepares resolutions for City Council actions and delivers presentations concerning conditions and options;  
prepares, processes and presents appeals of zoning requirements for the Board of Adjustment hearings;  
Serves as Zoning Board of Adjustment staff person including, answers questions, receives applications and explains process, reviews cases and prepares agenda, inspects sites, writes case background with comments and recommendations; provides technical assistance and assures that minutes of hearing are prepared and results of hearing are mailed to petitioners;  
Responds to requests for information concerning the platting and zoning application process, requirements and regulations and ordinances;

Prepares and monitors documentation and authorizes Building permits and Certificates of Occupancy;  
Represents the City in pre-construction meetings and provides platting and zoning compliance guidelines;  
Attends neighborhood meetings as a department representative;  
Interacts with citizens, public and private organizations by providing information concerning Zoning codes and regulations;  
Assists in formulating amendments to zoning regulations as requested;  
Makes recommendations to improve Zoning inspection operations and procedures;  
Advises Zoning Administrator in zoning matters;  
Attends meetings pertinent to zoning and departmental matters;  
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**

Considerable knowledge of the single family home building process;  
Considerable knowledge of the residential lot development standards;  
Knowledge of the land subdivision process and Iowa State Code requirements;  
Knowledge of the procedures and objectives of City zoning;  
Knowledge of zoning codes, principles and practices;  
Knowledge of the City's zoning and development history;  
Skill in research and investigative methods;  
Ability to provide excellent customer service to internal and/or external customers per city and departments standards;  
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;  
Skill in basic typing in order to complete various forms;  
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 other related field; and  
Some experience in interpreting plat and zoning regulations and ordinances; 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 make field inspections;  
Sufficient manual dexterity, which permits the employee to make field inspections;  
Sufficient personal mobility, which permits the employee to visit various work areas and a wide variety of construction sites in the City to perform inspections where work is being done.