

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> AF151 Zoning Officer
<b>POSITION #/TITLE:</b> 0660, 0910 Zoning Officer	<b>Adopted:</b> 11-08
	<b>Revised:</b> 06-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Building Services	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> AFS/AFSCME	<b>Salary Grade:</b> 32
<b>Reports To Position #/Job Code #/JC Title:</b> 2582/NB454/Assistant Building Services Manager	<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> Civil Service Exam, Microsoft Word, Microsoft Excel, Job Fit Assessment
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Provides technical service and may conduct inspections to assure that properties are developed and maintained in conformance with the City's zoning and nuisance ordinances and other related codes.

<b>Distinguishing Features of the Class</b>
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Works under direction from Assistant Building Services Manager; performs most tasks independently, with technical guidance as needed from Building Services staff; exercises discretion and judgment within the scope of the position and established guidelines.

<b>Examples of Essential Work (Illustrative Only)</b>
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Receives zoning inquiries and complaints from citizens, and private organizations;  
 Conducts field visits and inspections on property to determine the nature and validity of complaint;  
 Assists Zoning Inspector in daily activities;  
 Makes recommendations to improve Zoning inspection operations and procedures;  
 Reviews new plats 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;  
 Develops and delivers presentations and attends meetings, conferences, and workshops;  
 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;  
 Develops and maintains databases and reports of current and historical platting, Zoning, and site development activities;  
 Reviews building and plot plans, as well as actual field conditions, for compliance with zoning regulations;

Conducts research into zoning matters;  
 Enforces flood plain ordinance;  
 Assists in formulating amendments to zoning regulations as requested;  
 Maintains plat files and records, current site plan files and Board of Adjustment records;  
 Issues permits; reviews applications for compliance with Zoning ordinance; assists Zoning Inspector or conducts inspections of property for compliance to codes;  
 Attends neighborhood meetings as a department representative;  
 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 the site of property, 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;  
 Interacts with citizens, public and private organizations by providing information concerning Zoning codes and regulations;  
 Investigates complaints and obtains compliance in zoning violation cases, either by diplomatic persuasion or by necessary legal action;  
 Prepares and submits reports, letters of violation and general correspondence;  
 Informs responsible parties of specific violations of Zoning ordinance; prepares cases for legal action by gathering data supporting the facts of the case, attends court hearings and meets with property owners attorney to assure compliance with Zoning codes;  
 Trains Permit Tech regarding basic Zoning plan check issues, such as fence and sheds. Reviews same as directed by supervisor;  
 Advises Assistant Building Services Manager in zoning matters;  
 Processes sign permit applications as directed;  
 Coordinates zoning matters with other sections within the Building Services Division or with other state or City departments;  
 Maintains manual and computerized inspections records;  
 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.

<b>Required Knowledge and Abilities</b>
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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;  
 Knowledge of nuisance/dilapidated abatement process regarding structures, etc.;  
 Skill in research and investigative methods;  
 Skill in interpersonal relations as applied to contacts with property owners, landlords, tenants and others, and as applied to technical guidance of co-workers;  
 Skill in basic typing in order to complete various forms;  
 Ability to operate the following equipment and tools: tapes or instruments for measuring distances between buildings and/or lot lines, maps and automobile;  
 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;

Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Requires a minimum of two years college or technical school degree; or requires a minimum of two years progressively responsible related experience 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.