



## Building/Zoning Asst. Building and Zoning

BZ/1

### JOB SUMMARY

This position provides administrative and clerical support to the administrator of planning and zoning. The building and zoning assistant is responsible for assisting applicants, processing building and zoning permit applications, scheduling meetings and hearings, and coordinating distribution of correspondence and materials. This is a part time position, consisting of roughly 28 hours per week. This position reports to the building and zoning administrator. This position is responsible for assisting in administering the county's building and zoning ordinance.

### MAJOR DUTIES

- Provides such administrative or clerical assistance as shall be requested by the Building/Zoning Administrator
- Provides applicants with appropriate application for project.
- Receives applications and review for completeness; informs applicants if additional information is needed.
- Review applications and Building/Zoning administrator with preparation of staff report.
- Mail board decisions to applicants and other parties as determined by Building/Zoning administrator or as required by law.
- Prepare official file for projects that have been approved.
- Respond to members of the public/applicants seeking general information about zoning process.
- Collect and process zoning fees.
- Interact with the public in a positive manner that inspires confidence in the community.
- Perform other duties as assigned by Building/Zoning administrator
- Issues building permits for county and local municipal governments.
- Enforces county and local municipal ordinances.
- Handles rezoning and variance cases.
- Provides staff support for the Planning Commission.
- Attends council and commission meetings as needed.
- Enforces environmental codes and ordinances.
- Provides information to the public in regards to flood map questions and concerns.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of building inspection principles and practices.
- Knowledge of zoning enforcement principles.
- Knowledge of relevant state and federal codes and regulations.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in the completion of required inspections.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Building/Zoning administrator assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include International building, plumbing, electrical, and HVAC codes; zoning ordinances; state and federal environmental codes and regulations; nuisance ordinances; property maintenance codes; and fire codes. These guidelines require judgment, selection and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied duties in the administration of the county's building and zoning ordinances. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to administer the county's building and zoning ordinances. Success in this position results in the enforcement of relevant codes.

### **CONTACTS**

- Contacts are typically with state and federal agency representatives, elected and appointed officials, contractors, property owners, business owners, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and/or move up to 25 pounds.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.