

## ZONING OFFICIAL / ASSESSING ASSISTANT

### Position Summary:

Perform clerical and administrative duties in the Assessing & Zoning Office. Review zoning applications, site plan review applications and plans for zoning compliance. Assist in the township's zoning enforcement program by providing staff support for the Board of Zoning Appeals, presenting proposals for setbacks, parking, height variances, etc.

Review both commercial and residential site plans for zoning compliance and coordinate approval process with the Fire Department when needed. Coordinate site plan review with the Township Staff.

Special assignments are made by Assessor/Zoning Administrator who is consulted on unusual work situations. This employee performs most duties and projects independently according to established procedures and techniques. The work is monitored while in progress and/or through final reports.

### Essential Duties:

An employee in this position may be called upon to do any or all of the following:

- Assist Zoning Administrator with codes and ordinances relating to Zoning Conformance.
- Develops and recommends updates to Zoning Ordinance as needed.
- Answer inquiries relating to zoning and related ordinances and assessing.
- Assist with the administration of the township's zoning, dilapidated buildings, and miscellaneous debris ordinances.
- (Board of Zoning Appeals, Planning Commission, Blight Committee, and Board of Review) Develop meeting schedules; adhere to filing deadlines; process various applications; prepare legal ads, affected property owner notices, staff recommendation, agenda, member packets; recording and typing of meeting minutes and necessary follow up activities.
- Assists in the monitoring of non-conforming uses and zoning violations in the community.
- Provide staff support to the Planning Commission for site plan review when applicable.
- Works with and assists other governmental agencies with assessing and zoning matters.

### Non-Essential Duties:

- Performs related functions as assigned.

### **Materials and Equipment Used:**

- Standard computer software including word processing, database, spreadsheet, email and internet applications.
- Telephone and standard duplicating equipment.
- Standard office equipment to perform duties.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Minimum Qualifications Required:**

- Skill in reading and understanding maps and plat books.
- High level of analytical skills, with the ability to comprehend, interpret and process detailed information.
- Skill in the operation of personal computer, calculator and other standard office equipment. Proficiency in MS Word, Excel, and Outlook. Experience writing, typing and mailing business correspondence.
- Skill in establishing and maintain effective working relationships with public officials, supervisors, fellow employees and the general public.
- Skill in making effective oral and written presentations.
- Ability to work in fast-paced environment, and ability to schedule, plan, organize and complete tasks on a timely basis.
- Ability and confidence learning new computer programs.
- Valid driver's license with a good driving record.

### **Physical Demands:**

- Lifting 20 lbs maximum with frequent lifting and/or carrying of objects weighting up to 10 lbs.
- Frequent sitting.
- Occasional standing and walking.
- Must be capable of using hands(s)/feet for repetitive fine manipulation, single grasping, pushing, pulling, and operating controls.
- Frequent bending, twisting, squatting, and reaching.
- Ability to communicate orally in a clear manner.
- Ability to distinguish people or objects at varied distances under a variety of light conditions.

- Ability to withstand various noise levels and temperature changes in the work environment.

**Additional Desirable Qualifications:**

- Experience interpreting municipal zoning ordinances.
- Experience working with ESRI GIS mapping program.
- A two or four year college degree in Planning, Business, or related field.