



Marion County Board of County Commissioners

POSITION DESCRIPTION

To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ZONING MANAGER

Department: Growth Services
Pay Grade: 114
FLSA Status: Exempt
Job Class: 3012
Risk Code: 8810

JOB SUMMARY

The Zoning Manager is responsible for overseeing day-to-day supervision of zoning technicians and the general operations of the Zoning Division of the Growth Services Department. This position is intended to provide professional planning work with varying levels of difficulty.

ESSENTIAL JOB FUNCTIONS

- Assigns and distributes work to subordinate staff to meet schedule demands and as workflow necessitates and tasks become difficult.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Organizes staff levels to provide for task coverage while allowing for training, sick leave, vacations, or emergencies.
- Reviews permit applications including, but not limited to, site plans, family divisions, alcohol beverage permits, special event permits, temporary permits, and tree removal permits.
- Evaluates work assignment progress.
- Coordinates workflow related to map generation, public notice, and due process for zoning changes, special use permits, and variance applications.
- Participates in the hiring process and interview teams.
- Trains and mentors zoning technicians.
- Evaluates zoning technicians for their probationary period and annual reviews.
- Provides reports and activity updates to management.
- Assists team in understanding and implementing performance targets and goals.
- Provides planning and zoning information by telephone, e-mail or directly with a customer who comes to the department for specific information pertaining to property in Marion County.

- Determines the proper zoning classification for a proposed use by reference to the Land Development Code and proper Future Land Use Map Series designation for a proposed use by reference to the Comprehensive Plan.
- Approves permits for zoning compliance prior to the issuance of building permits.
- Prepares reports and correspondence, including Reliance Letters and attorney requests.
- Prepares and supervises the preparation of staff reports pertaining to variance applications and presents such reports to the Board of adjustments.
- Confirms flood zones from the FEMA maps. Determines flood zone elevations in conformance with FEMA maps, legal descriptions, topographic information, and data analysis.
- Evaluates documentation submitted for family division and makes recommendation to the director.
- Performs and assists with zoning case assignments.
- Provides input on Land Development Code amendments.
- Performs advanced professional work related to a variety of planning assignments.
- Reviews and processes complex comprehensive plan amendments, rezoning applications, special use permit applications and amendments, site plans and amendments, plats and replats, waiver requests, and annexations.
- Reviews and coordinates development plans for compliance with County policies and regulations and impacts related to new development.
- Performs independent work in the development of recommendations regarding the preparation of land development regulations.
- Assists with interpretation and makes recommendations regarding land use policies.
- Coordinates and serves on various project teams.
- Reviews development proposals for conformity with principles of planning and land use practices and for compliance with development regulations.
- Responds to inquiries from members of the general public regarding planning activities.
- Conducts training classes for professionals and citizens regarding County policies and procedures as related to the County's planning functions.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Assist planning staff in daily planning activities.
- Performs other related job duties as assigned.
- Performs all duties of a Zoning Technician III.

SUPERVISION

This position is responsible for directly and regularly coordinating work of 5-10 employees. Includes assigning, directing, and reviewing work of other zoning technicians. Responsibilities include providing on-the-job training, evaluating job performance, recommending selection of new staff, promotion, or status changes.

QUALIFICATIONS

Education and Experience:

Bachelor's degree or equivalent in Planning, Public Administration, Architecture, Landscape Architecture, Urban Design, or related field; and three (3) years' related experience with a minimum of one (1) year of supervisory experience; or an equivalent combination of education and experience.

Licenses or Certifications

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- American Institute of Certified Planners Certification is preferred
- Elevation Certification Basics (IS-1105) preferred

**Qualified planners with AICP certification will receive a stipend of two additional dollars (\$2.00) per hour compensation.*

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, legal documents, and current legislative issues.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to make effective presentations on controversial or complex topics to top management, public groups, and/or boards.
- Knowledge of the principles and practices of comprehensive planning according to federal, state, and local regulatory requirements applicable to current and long-range planning.
- Knowledge of computers, including word processors and spreadsheet applications.
- Skills in organization and task prioritization.
- Ability to read maps with intricate markings, land use surveys, and judge distance.
- Ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.
- Ability to contribute to the development of an on-going planning program to promote efficiency within local government.
- Ability to effectively plan, organize, supervise, and carry out research projects.
- Ability to research legislation and determine the effects upon the on-going planning program.
- Ability to supervise a small group of professional, technical, and clerical personnel.
- Ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to remain calm in stressful situations.

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is sedentary work, which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle or feel, reach with hands and arms; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.