

## ZONING OFFICER

Code No: 6-26-001  
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important position involving the interpretation of zoning ordinances, local law variances and special use permits. Employees of this class are responsible for the enforcement of local town laws and ordinances related to zoning. General supervision is given by the Director of Building and Housing. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Enforces local laws and ordinances related to Zoning;

Explains local laws and zoning restrictions to residents and contractors;

Makes recommendations regarding requests for zoning and local law variances and special use permits;

Investigates complaints regarding zoning violations;

Maintains records of applications received, fees collected and orders issued and complaints investigated.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Ability to learn the principles, procedures and terminology of zoning; ability to learn the present and prior Zoning Ordinances and their application; ability and willingness to investigate alleged violations of the current Ordinances; good verbal and written communication skills, initiative and resourcefulness; industry and dependability; ability to communicate with people; good physical condition.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus, EITHER:

- (A) Successful completion of the New York State Code enforcement training course relating to planning, land use or code enforcement practices; OR,
- (B) Six (6) months of paid full-time or its part-time equivalent experience in code enforcement; OR,
- (C) Three (3) years of paid full-time or its part-time equivalent general experience in building, zoning or community development which shall have involved the plan, design and/or presentation of building or zoning ordinances, codes, restrictions or laws.

REVISED: August 25, 1988