

BUILDING AND ZONING ADMINISTRATOR

Code No.: 6-02-022
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a management position in the building and zoning areas of an agency in which the employee directs and manages the building and zoning functions. The position is responsible for coordinating and approving specifications and building permit applications for compliance with building and zoning laws and ordinances. The position is also responsible for the inspection of new and existing building sites to ensure safe conditions. The employee reports directly to and works under the general supervision of a higher-level staff member. General supervision is exercised over building and code compliance inspectors and clerical staff. 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.):

Oversees, directs, and manages day-to-day operations of the Building and Zoning department;

Reviews, checks, and approves plans and specifications submitted with building permit applications for compliance with ordinances;

Schedules application dates, writes resolutions, prepares legal notices, and files final decisions for the Zoning Board of Appeals;

Inspects building sites to ensure work is being carried out in accordance with approved plans and specifications;

Explains the requirements of the building codes, local zoning ordinances and residence laws to contractors and the public;

Orders removal of unsafe structures, and arranges for condemnation notices of improper or hazardous structures;

Inspects existing buildings and structures to ensure their conformity with safety standards;

Coordinates with respective department heads, policies and objectives affecting zoning;

Implements and ensures compliance of State ordinances, codes, rules and regulations for zoning;

Assists with special projects and studies;

Prepares annual operating department budget;

Administers personnel policies and procedures;

Assists in the hiring procedure such as interviewing process;

Makes recommendations for changes to the zoning book, local laws, development design, and construction specifications, and town policies;

Recommends changes to the rules and procedures for the Zoning Board of Appeals;

Submits monthly reports of department activity for Board review;

Recommends changes to the Zoning Board Chairperson;

Works with and provides information to the Attorneys regarding legal matters associated with building and zoning;

Attends Zoning Board, and special project meetings;

Assists residents, developers, and engineers with typical building/zoning activities and questions;

Reviews and signs subdivision and site plans.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the requirements of local building codes, laws, and zoning ordinances; good knowledge of the New York State multiple residence law; good knowledge of municipal codes, laws, and ordinances as they relate to building and zoning; good knowledge of government and its functions; good knowledge of budget preparation; ability to read and interpret plans, maps, and specifications; ability to inspect new and existing constructions; ability to prepare reports; ability to establish and maintain effective professional relationships with others; ability to supervise; ability to communicate effectively both orally and in writing; thoroughness; initiative; assertiveness; good judgement; physical condition commensurate with the demands of the position.

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

- (A) Five (5) years of paid full time or its part time equivalent experience in building inspection and zoning ordinances; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, plus three (3) years of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, plus one (1) year of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined within the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: March 7, 2002