

CITY OF HELENA



Position Title: Zoning Officer/Planner II Department: Community Development

Position #: 13602 Grade: 145

EEO Category: (05) Para-Professional FLSA: Non-exempt

EEO Function: (10) Community Dev Work Comp Code: 8743

DEFINITION

The Zoning Officer/Planner II provides technical and policy support on the City's zoning and annexation activities. Position reports to the Director of Community Development. Responsibilities include: zoning and/or other city priorities as assigned. Serves as the ADA Coordinator for the City.

SUPERVISION RECEIVED

This position works under the general guidance and direction of the Director of Community Development.

SUPERVISION EXERCISED

None

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Administer the City's zoning ordinance, review permit applications and plans for compliance with zoning ordinance and any other related ordinances.

Review business license applications for zoning compliance.

Review and write recommendations for changes and improvements to City ordinances and policies codes.

Provide information to violators, the general public, business community and other government agencies regarding zoning ordinances, annexation law and responds to questions, complaints and inquiries.

Maintain files and records related to complaints, violations, and permits; prepare a variety of written reports, memoranda and correspondence.

Performs follow-up inspections to ensure compliance issues are resolved or addressed in a timely and efficient manner.

Maintains a positive and professional working relationship with other staff, other entities and officials, citizens, and the general public.

Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.

Responds to citizens' questions and comments in a courteous and timely manner.

Analyze and develop policy to promote and advance city goals of community and economic development, annexation, and/or other city priorities as assigned.

Supports all ADA activities within the City not related to employment.

Through public speaking, publication, and other means, prepare and present public information in support of identified goals relating to community development, annexation, and zoning.

Performs other duties consistent with the role and function of this classification.

Important & Essential Duties cont.:

Stay abreast of current trends in zoning, annexation, local government policy and other land use related activities.

Research and prepare reports summarizing complex information to assess city policy and track performance.

Prepare requests for proposals; evaluate proposals and monitor consultant work.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Contemporary urban and regional development policies and practices, including recent developments in the field, current literature, and information sources about public policy and social change.

Methods of quantitative and research analysis of as they relate to program evaluation and policy development.

Written reporting methods, including computer layout and electronically accessed reporting.

Modern office methods, procedures, and computer equipment including computer hardware and software necessary for graphic presentation, mapping, and database management.

Principles and practices of urban planning and development, site planning and architectural design principles.

Pertinent Federal, State, and local laws, codes, and regulations including subdivision, land use, and zoning regulations, codes, ordinances, and laws.

Current social, political, and economic trends.

Methods and techniques of effective technical report preparation and presentation.

Research techniques in the field of urban planning, community development, and electronic governance.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions, including land use and zoning regulations.

Interpret planning and zoning programs to the general public.

Ability to cont.:

Analyze and compile technical and statistical information and prepare reports.

Identify and respond to public, Planning Board/Zoning Commission, and City Commission issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services.

Enforce ordinances and regulations effectively and tactfully.

Assist in interpreting programs to other staff and to the general public.

Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.

Prepare and deliver effective oral presentations, perform accurate mathematical computations, understand and follow oral and written instructions, and communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment:

Ability to work in a standard office environment with some exposure to outdoors; ability to travel to different sites and locations.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of specialized professional, technical experience in a related field.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in community development, urban planning, public administration, or a related field.

License or Certificate:

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____ **Date:** _____

Effective Date: September, 2006

Updated: July, 2011