

City of Dayton
Zoning Administrator

Grade:	A13	Class Code:	1150
FLSA:	Exempt	Status:	Unclassified
Department(s):	Planning, Neighborhoods & Development		
Division(s):	Housing & Inspections		
Reports To:	Division Manager		
Created:	5/26/1967		
Revised:	2/6/84, 1/27/14, 1/28/18, 1/26/23		

Prepared By: Tracy Williams, Human Resources Supervisor

Approved By: Shelley Dickstein, City Manager

Signature approval on file

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed herein 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.

Purpose

To interpret and enforce all provisions of the City of Dayton's Zoning Ordinance, which involves supervising and coordinating the day to day implementation of the City's comprehensive land use plan and zoning controls applicable to the development, redevelopment, and use of all land as well as the continued use and/or reuse of existing buildings and improvements within the City.

Supervisory Responsibilities

The incumbent carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. The incumbent must maintain a thorough knowledge of administrative policies and procedures, standard operating guidelines/procedures.

The Zoning Administrator supervises the Zoning Specialist.

Essential Duties and Responsibilities

- 1) The Zoning Administrator must
 - a) Develop a complete knowledge and command of the Zoning Ordinance and the legal principles and technical aspects of its interpretation and enforcement.
 - b) Be knowledgeable of architectural, engineering and construction principles and elements used in the planning and design of newly developed or modified construction, provide timely review and referral of course of action for applications before Plan Board, Board of Zoning Appeals, and the Building Services Division.
- 2) The incumbent's responsibilities include:
 - a) Ensuring that all applications and plans submitted for a zoning certificate meet applicable requirements.
 - b) The review of zoning and occupancy certificates and the maintenance of appropriate records.
 - c) Developing and establishing a program for the review and analysis of applications.
 - d) Supervising inspections of completed work to ensure compliance.
 - e) Establishing and directing enforcement programs to ensure the voluntary abatement or prosecution of zoning violations.
 - f) Ensuring maintenance of permanent and current records of zoning enforcement cases.
 - g) Providing consultative and technical assistance to the Plan Board, Board of Zoning Appeals, City officials, developers, architects, homeowners and other stakeholders.

Core Competencies

To perform the job successfully, an individual should demonstrate the following competencies. All employees are held to these Core Competencies:

1. Job Knowledge
 - Competently applies functional and technical knowledge and skills to do the job at a high level of accomplishment.
 - Performs responsibilities with integrity and ethically, keeps commitments, and upholds organizational values.

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- Keeps confidences, admits mistakes, and presents the truth in an appropriate and supportive manner.
 - Makes sound decisions on difficult issues; exhibits a willingness to make decisions, supports and explains reasons for decisions, and includes the appropriate people in the decision-making process.
2. Quality and Quantity of Work
 - Consistently produces thorough, timely and accurate work and takes initiative to seek out improvements for quality sake without being told.
 - Monitors own work in order to maintain a high level of quality while meeting productivity standards.
 - Consistently practices and promotes safety as part of performing the job.
 - Completes work in a timely manner and continually strives to increase productivity.
 3. Customer Impact
 - Produces work and services that consistently meet or exceed the standards and expectations of internal and external customers.
 - Consistently demonstrates City Customer Service - Core Values
 - Stays up-to-date on information and trends that impact the customer.

Customer Service - Core Values

Our core values are the standard by which we conduct ourselves and our interactions with our citizens.

All employees are held to these Customer Service - Core Values:

1. Courteous & Professional - "I demonstrate courtesy and professionalism in all customer interactions."
 - Greet customers in email, phone, and in person in a professional manner, with a positive, helpful attitude.
 - Listen attentively and with empathy, respecting the customers' point of view; listen and speak to the customer in a professional manner (do not interrupt, be patient – even if their facts are wrong – let them finish speaking). When working with a customer, focus on them.
 - Maintain a professional behavior, focusing on the customers' question or issue, not their personality.
2. Accountability/Ownership - "I help customers understand how to resolve their issues."
 - Quickly acknowledge service request has been received and follow-through and follow-up in a timely manner.
 - Deliver as promised, asking for help from co-workers and supervisors as needed.
 - Do not mislead customers about what can be done. Give clear and truthful responses, even when you can't give customers what they are expecting.
 - Clearly and patiently describe the appropriate courses of action.
 - Improve service delivery by soliciting customer feedback throughout the process. Share feedback with co-workers and supervisors.
3. Take Initiative - "I am proactive in problem solving."
 - Adopt a problem-solving approach, rather than a "That's not my department/job," reaction.
 - Understand the organization and other departments' services in order to anticipate customers' questions, concerns, and needs. Be prepared to respond with possible solutions.
 - Ask questions to get at the root of the issue (such as checking the service address, has anything changed, etc.)
 - Share relevant information with the customer so they understand their choices and the possible outcomes of their choice.

Supervisor/Manager Competencies

The following competencies have been identified for employees who supervisor or manage others.

1. Leadership
 - Effectively influences actions and opinions of others
 - Accepts feedback from others
 - Gives appropriate recognition to others
 - Inspires and motivates others to perform well.
2. Planning, Organization, Delegation
 - Prioritizes and plans work activities
 - Uses time efficiently
 - Sets goals and objectives
 - Organizes or schedules other people and their tasks

Variable Competencies

The following competencies have been identified as relevant to the job the employee performs.

1. Analytical
 - Synthesizes complex and diverse information.
 - Collects and researches data.
2. Oral Communications
 - Listens and gets clarification.
 - Demonstrates group presentation skills.
 - Readily participates in meetings.
3. Organizational/Political Sensitivity
 - Ability to perceive the impact and implications of decisions on other components of the organization.
 - Awareness of changing societal and government pressures inside and outside the organization.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle or feel; reach with hands and arms; talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Education/Experience

Master's degree from a college approved by the Planning Accreditation Board (PAB) and four (4) years of experience in land use planning, zoning administration, building regulations, architectural or engineering services.

OR

Bachelor's degree from a college approved by the Planning Accreditation Board (PAB) and five (5) years of experience in land use planning, zoning administration, building regulations, architectural or engineering services.

OR

Bachelor's degree in engineering, architecture or urban planning and six (6) years of experience in land use planning, zoning administration, building regulations, architectural or engineering services **and** must obtain an American Institute of Certified Planners (AICP) certification within 18 months of appointment, as a term and condition of continued employment.

Certificates, Licenses, Registrations

Must have a valid driver's license at time of appointment and maintain as a condition of employment.

Effective July 15, 2019, the City of Dayton adopted the Tobacco and Nicotine Free Hiring Policy (HR 1.03). Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment.

The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class and should not be interpreted to describe all of the duties employees of this classification may be required to perform.

Employee signature below constitutes understanding of the requirements, essential functions and duties of the position.

Employee signature: _____ Date: _____