

Champaign County Job Description

Job Title: Zoning Technician
Department: Planning & Zoning
Reports to: Director of Planning & Zoning
FLSA Status: Non-Exempt
Grade Range: F
Prepared Date: August, 2009

SUMMARY Responsible as the initial contact with the general public seeking permits and for intake and preliminary review of permit applications as required by the Zoning Ordinance. Provides support to the Zoning Officer by serving as primary staff for answering all zoning inquiries and for monitoring minimum zoning requirements and flood hazard status.

The more experienced Zoning Technician has the authority to answer all but the most complicated lot division inquiries.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Receives and performs preliminary review of initial permit submittal and related inquiries.

Compiles information for review related to Zoning in Nuisance Enforcement cases.

Prepares permit applications for final review; flags issues and questions; obtains related documents and data as required for review and determination of request.

Answers written, telephone, and in-person inquiries from the public regarding application process and procedures.

Responds to inquiries regarding Planning & Zoning and refers inquiries to appropriate personnel.

Has equal responsibility with the Zoning Officer for conducting straightforward field inspections and enforcement as required.

Expected to answer straightforward zoning inquiries regarding the current zoning district of the property, the uses that are authorized, and the regulations related to that district.

The more experienced Zoning Technician answers straightforward land division inquiries.

Receives complaints in the absence of the Zoning Officer and, in consultation with the Director, may also make the initial contact with suspected violators and may even send the official Notices of Violation.

Handle the intake and preliminary review of Recreation and Entertainment Licenses.

Assist the Administrative Secretary with the intake and preliminary review and processing of Liquor License applications.

When necessary, transcribes meeting minutes, prepares meeting agendas, and assists with agenda mailings.

Responsible for the production of monthly Census Report.

Assists the Zoning Officer with enforcement by assisting in research, preparation of case files and correspondence.

Assists the Planner with review of site plans in zoning cases and subdivision plat reviews.

Maintains the official files of all land use regulations and ordinances.

Maintains fee revenue and makes deposits on timely basis and generates related reports.

Prepares compliance certificates and maintains all permit files and records.

May perform other related duties as assigned.

SUPERVISORY RESPONSIBILITIES None

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Associate's Degree (A.A.) or equivalent from a two-year college or technical school in building construction, architecture or related field plus a minimum of 3 years' experience. Requires proficiency in drafting techniques including the use of GIS software and a working knowledge of standard surveying practice and note taking. Should have experience in field inspection of construction techniques and materials.

LANGUAGE SKILLS Ability to read, analyze, and interpret blueprints, maps, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups, contractors and employees of the organization.

MATHEMATICAL SKILLS Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

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. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, 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. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to moderate.