

ZONING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the coordination of activities of the Building Department and the Building Inspector including contact with the public and professionals such as engineers, developers and attorneys. The incumbent processes zoning permits and related building permit applications including checking permit applications for compliance with zoning ordinances. The work also includes the performance of routine clerical and account clerical duties including collecting fees, maintaining simple bookkeeping records, preparing correspondence and maintaining and preparing various reports. Work is performed under the general supervision of the Building Inspector with leeway allowed for the exercise of independent judgement. Supervision may be exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all the following, as well as other related activities not described.

Processes zoning permits and related building permit applications;

Checks permit applications for compliance with zoning ordinance;

Reviews plot plans with Building Inspector to gather information on lot size and potential location of building;

Assists Building Inspector in determining the need for possible zoning variances;

Assists Building Inspector in making recommendations to the appropriate governing board (Planning Board and Zoning Board of Appeals);

Researches parcels which receive complaints of zoning violations and prepares orders to remedy violations;

Explains requirements of the zoning ordinance to contractors and the public and provides information regarding application procedures;

Responds to inquiries and complaints from the public related to, but not limited to development projects and property ownership;

Coordinates and schedules appointments for the Building Inspector;

Collects fees and maintains basic bookkeeping records;

Prepares correspondence using computer applications such as word processing, calendar and e-mail;

Maintains records, indexes and files of all applications;

Compiles statistics and prepares reports concerning departmental activities as required;

Maintains personnel records for Building Department employees;

Participates on Zoning Review Committees as requested;

Maintains inventory control and equipment maintenance records;

May instruct, assign and review work of subordinate personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of zoning principles, practices and local regulations; working knowledge of New York State building codes; ability to read and understand blueprints and maps; ability to maintain records and prepare reports; ability to express ideas clearly and effectively both orally and in writing; ability to establish and maintain cooperative relationships with engineers, developers, attorneys and the general public; ability to plan and supervise the work of others; ability to maintain basic bookkeeping records; ability to effectively use computer applications such as word processing, calendar and e-mail; good powers of observation; clerical aptitude; good judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid, or its part-time equivalent, clerical experience.

ULSTER COUNTY
7970 ZONING CD
Classification: Competitive
OA

Adopted: February 21, 2019