

Civil Division:	Towns, Villages
Jurisdictional Class:	Competitive Non-Competitive (part-time)
EEO Category:	Skilled Craft
Revised:	08/06/96

ZONING ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a town or village and involves responsibility for the administration and enforcement of the municipal zoning ordinance and other applicable laws, statutes, ordinances, codes, rules and regulations related to the use, development and construction of land, property and buildings within the municipality. Additionally, the duties involve investigation for answering of complaints, determinations of violations and processing of applications for zoning change. The work is performed under general supervision of the Town or Village Board, with leeway allowed for the exercise of independent judgement in carrying out details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews building permit applications for compliance with zoning and other applicable laws and issues permits, if approved;
Prepares findings and reports and takes appropriate action regarding such applications;
Reviews applications for zoning changes, variances, special permits, and prepares reports for the Planning Committee and/or Zoning Board of Appeals;
Inspects new construction or property sites for compliance with the zoning law;
Collects building permit fees;
Responds to complaints and referrals, prepares notices of zoning violations, orders corrective action and advises violators of required procedures;
Performs surveys and keeps records of zoning, land use, etc., relevant to the Planning Committee, Zoning Board of Appeals and other officials;
Explains zoning ordinances, codes and regulations to applicants, contractors and the public;
Informs the local legislative body of persons failing to comply with local ordinances to facilitate legal action where needed;
Prepares a variety of records and reports related to the work;
May review applications for swimming pool permits based on lot size, set-back and fence erection;
May issue special and going-out-of-business permits requiring boarding of premises or inventory inspection.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local zoning ordinances and related laws; working knowledge of land use and development principles and practices; ability to understand and explain provisions of the zoning ordinances in clear, non-technical terms; ability to prepare records and reports; ability to establish and maintain cooperative working relationships with public officials, contractors and the general public; tact and courtesy; good powers of observation.

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MINIMUM QUALIFICATIONS: Either:

- (A) One (1) year of experience as a municipal building, codes, housing or zoning inspector; **OR**
- (B) Three (3) years of experience in building and/or housing construction, land development or closely related activities; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.