

<b>Job Class Code: 2160</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and perform highly responsible work in overseeing the City’s zoning program. The class is responsible for staff supervision, planning and managing zoning ordinance enforcement operations, policy and procedures, evaluation, and administrative functions. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Researches and maintains currency in all applicable zoning ordinances; develops plans, policy and procedures; advises less experienced staff, other staff agencies, citizens, and professionals on zoning requirements; recommends revisions to zoning ordinances as required.
- Manages and directs operations by coordinating with supervisor, other staff agencies, and professional groups such as the Planning Commission, City Council, Board of Zoning Appeals, and business or civic groups; reviewing and scheduling work requirements, developing schedules, evaluating progress, and recording significant events and activities.
- Oversees or performs on-site inspections to ensure compliance with all applicable zoning ordinances and the issuance of written warnings, citations, and violation notices.
- Responds to complaints of serious zoning violations; inspects and verifies compliance or non-compliance with applicable codes.
- Oversees the resolution of disputes over violations through counseling or negotiation with parties involved, coordination or negotiation with other agencies, and the initiation of other actions as required, including legal processes.
- Performs administrative functions such as recording information, preparing budgets, controlling and reporting on expenditures, compiling reports, and making presentations.
- Attends and conducts staff or case meetings to exchange information; attends, or schedules others to attend classes or seminars to improve knowledge and skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, and measurements, logarithmic, or geometric construction, may use algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.

<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to a bachelor's degree in urban planning, public administration, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification such as State certification as Zoning Official or others will be required.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*