

SENIOR ZONING INSPECTOR - 398

DEFINITION OF WORK

Under regular supervision, performs responsible technical work supervising a staff of inspectors and clerks in the enforcement of the City/County Unified Development Ordinance, and sign ordinances; does related work as required.

EXAMPLES OF WORK

Supervises zoning inspectors and clerks in enforcing the City/County Unified Development Ordinances; reviews, plans and supervises site inspections and zoning violation cases; develops and directs subordinates in case preparation for court prosecution; assists zoning inspectors with difficult site inspections and cases; establishes record keeping procedures and systems for documents and records related to zoning; reviews written reports and documents prepared by zoning inspectors; assigns work; keeps records and prepares reports; makes periodic quality control checks of zoning inspectors' work; evaluates performance of zoning inspectors; consults with the public, owners, contractors, developers, and others regarding zoning requirements and interpretations; assists in preparation of budget. Assists with Zoning Board of Adjustment.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to an associate degree in arts or sciences and considerable experience in zoning enforcement work.

Knowledge, Skills and Abilities: Thorough knowledge of the City/County Unified Development Ordinances; ability to read and interpret site plans and construction drawings; ability to supervise others to accomplish stated goals; ability to work effectively with other departments to carry out zoning enforcement; ability to prepare reports and to write letters and other correspondence; ability to keep detailed records; ability to communicate effectively with subordinates and superiors to keep them informed of current zoning enforcement situations and problems.

SPECIAL REQUIREMENTS

Possession of a valid North Carolina driver's license. Possession of or ability to obtain Zoning Official Certification from the North Carolina Association of Zoning Officials within three years of employment.