

CITY OF ANN ARBOR, MICHIGAN
JOB DESCRIPTION

JOB TITLE: Zoning Coordinator

Job Code: 117460

Date Finalized: 1/23/2018

Service Area: Community Services Service Unit: Planning	Accountable To: Planning Manager
Mission Statement The City of Ann Arbor's mission is to deliver exceptional services that sustain and enhance a vibrant, safe and diverse community.	
Role Summary Responsible for zoning enforcement and coordination work in the administration of the City Zoning Ordinance. Work involves assisting in the administration of the City's zoning program through coordinating all zoning compliance and appeal actions with the Planning Department, Building Department and the Zoning Board of Appeals. Work entails reviewing requests for construction and land use changes to ensure that the zoning ordinance is followed and that requests for variances and violations are properly processed.	
Duties Incumbent may be responsible for, but not limited to, the following duties: <u>Essential Duties</u> <ul style="list-style-type: none">• Performs zoning analysis, prepares reports and gives recommendations, including recommendations for changes to the Zoning Ordinance.• Conducts zoning inspections to ensure compliance with codes and ordinances.• Reviews requests for zoning compliance permits, ensures that requests conform to code; issues approved permit when all applicable provisions are met; denies request not in conformance with zoning ordinance.• Provides advice on zoning compliance and land use regulations in preconstruction plan review meetings.• Maintains official files of applications, permits, variances and related records.• Works with the City Attorney's Office and Planning Department to provide correct and consistent interpretations of code.• Serves as staff liaison to the Zoning Board of Appeals.• Gives advice on zoning compliance and land use regulations in preconstruction plan review meetings.	

- Receives and records complaints, investigates and documents actions taken. Works with property owners and occupants to achieve compliance. Initiates formal enforcement process as needed, including formal warnings and tickets, documenting related evidence and preparing the case file.

Related Work

- Responds to general inquiries from the public, provides information and explanation of the zoning ordinance and related codes. Develops information sheets, web pages and other material to communicate code requirements and review processes.
- Participates in court hearings and other legal proceedings in coordination with the City Attorney’s Office.
- Performs other related work as assigned.

Knowledge of: (position requirements at entry)

- Familiarity with municipal zoning ordinances and related laws, codes, and ordinances.
- Familiarity with different types of building construction and land use methods, and of stages in construction when possible defects and violations may most easily be observed and corrected.

Skills and Ability to:(position requirements at entry)

- Communicate effectively verbally and in writing
- Ability to read and interpret site plans and construction documents.
- Ability to organize data and to present facts, findings, ideas and recommendations effectively orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, board members, and the general public.
- Ability to enforce various codes, ordinances, and zoning board decisions with firmness, diplomacy and tact.
- Ability to use computers and standard office software, office equipment and measuring devices.

Equipment

Computer and software applications, fax machine, copier, telephone, measuring devices and other miscellaneous office equipment.

Training and Experience (position requirements at entry)

- Bachelor’s degree from an accredited four-year college or university with major course work in urban planning or public administration,
- At least three years of experience in zoning administration or a related field
- At least one year of experience conducting site visits with research, determining if violations exist.

Licensing Requirements (position requirements at entry)

Zoning Administration certification preferred

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to balancing, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, smelling, seeing and repetitive motions

The incumbent will be expected to walk on rough, uneven terrain, as well as wet and slippery surfaces, outdoors as well as in business facilities . Incumbents may be subject to potentially hazardous physical conditions, atmospheric conditions, extreme temperatures, intense noise, and/or vehicle traffic. The incumbent may be exposed to domestic and wild animals.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Description Prepared By:

Lisha Turner-Tolbert/Wendy Rampson/ HR Review- SS, AW 9/2015/ Supervisor Change Update 4/28/2017/Union approved by Curtis Morris 5/17/2017/Service Unit Name Change 8/18/2014/Union Reviewed by Curtis Morris 9/18/2017 Brett Lenart/Added one year experience conducting site visits as requirement 11/15/17/ HR Review-SS,AW/ Reviewed by Legal NN 12/15/2017/Union Approved by Curtis Morris 1/23/18