

JOB DESCRIPTION
Essex County, VA

Job Title	Building & Zoning Officer Manager
Department	Department of Planning & Zoning
Category	Full Time
FSLA	Non-Exempt
Pay Grade	
Report to:	Director of Planning & Zoning
Supervises:	NA

JOB SUMMARY/PURPOSE

This position performs responsible clerical and technical work in supporting the building planning and zoning functions of the Department. This position regularly interacts with the general public to answer questions regarding building and zoning, permits and other related information. This position prepares the packets for the Planning Commission, Board of Zoning Appeals and Wetlands Board. The work involves attention to details to maintain accurate records, processing of permits, receiving funds, receptionist duties and answering customer inquiries with more difficult problems being referred to a supervisor for assistance. The Building and Zoning Officer Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Answers questions over the phone and in-person, and handles related customer issues regarding building, planning and zoning;
- Calculates costs for permits, review permits for completion, collects permit fees and issues zoning and building permits after approval;
- Review applications for such things as well & septic permit, plat plans for setbacks, 2 sets of plans, entrance permit from VDOT, etc.;
- Courteously interacts with third parties such as appraisers, contractors, owners' attorneys, bank personnel, insurance companies and other related entities;
- Provides logistical support for inspectors;
- Assists in maintaining the budget for the Department of Planning & Zoning, process invoices, tracks expenses, etc.;
- Interacts with the Treasurer's Office in all money transactions, maintains record of all funds collected for the Department of Planning & Zoning;
- Maintains records of all activity such as permits, inspections, developments, etc. to prepare monthly report for the Board of Supervisors
- Prepares various reports, memoranda, board packages for the Planning Commission, Board of Zoning Appeals, and Wetland Commission, advertisements and mails notices to neighbors for public hearing/meetings; sets up for all meetings of boards and commission and insure recording equipment is working properly to record minutes;

- Maintains addresses for 911/emergency personnel; reviews GIS maps to determine appropriate neighbors to be notified about development in their area that will be discussed at public meetings;
- Performs notary public duties as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictate;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with building and zoning functions, to maintain certification;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Associate degree with coursework concentration in a business or public administration related field or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job supplemented by two (2) years of progressively responsible administrative experience.

Licenses or Certificates:

- Permit Technician Certification within 18 months of hire
- Notary License

Knowledge, Skills and Abilities:

- Knowledge of standard office equipment, practices and procedures and terminology related to Building & Zoning;
- Ability to acquire working knowledge of regulations, legal requirements, and procedures of assigned office and the county policies and procedures;
- Some Knowledge of state and local ordinances and codes administered through the Building, Planning and Zoning Functions for the Department;
- Ability to acquire knowledge of the terminology, principles and methods utilized within the department of Planning & Zoning;
- Knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling;
- Working knowledge of database management systems for data entry procedures
- Skill in operating a personal computer and associated office software;
- Ability to work independently and with others;
- Ability to process large volumes of paperwork; ability to type with speed and accuracy and to develop and maintain detailed and accurate records and files;
- Ability to prioritize and organize work assignments to meet established deadlines to complete tasks efficiently and accurately and ability to multitask;

- Ability to maintain effective working relationships with vendors, customers, departmental staff, contractors, developers, engineers, employees, and representatives of other public agencies;
- Ability to understand and follow oral and written instructions;
- Ability to read GIS Maps;
- Ability to communicate effectively, both orally and in writing;
- Ability to effectively collect information and respond to questions from the public;
- Ability to maintain motivation, composure, and self-esteem in stressful situations;
- Ability to make sound judgments and decisions based on established office policies and procedures

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, telephone, fax, scanner				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).

