



Zoning Manager

Category: Exempt
Pay Grade: E27
Job Code: 06050

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs advanced program management, administrative, and supervisory work involving zoning and land use management activities, including Florida State mandated growth management program responsibilities; coordinates and processes petitions for rezoning, land use, and conditional use amendments; formulates recommendations concerning variance or special exception application; provides information and assistance to the public regarding regulations and procedures; exercises supervision over a staff of technical employees involved in reviewing and processing plans and applications and issuing building and surface water permits and certifying zoning clearances.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises, directs, and trains staff responsible for the review and processing of plans and applications and issuing the full range of building and construction permits;
- Presents material to the Board of County Commissioners, Pinellas Planning Council, County Administrator, other officials, and officials' boards;
- Processes petitions and formulates recommendations for rezoning, land use, and conditional use amendments;
- Confers with technical engineering, environmental, and planning personnel and reviews plans and specifications for land development;
- Confers and corresponds with architects, owners, and contractors concerning questions arising in checking of property and applications for development review;
- Develops or aids in the development of new policies, regulations, and ordinances related to development review, growth management, and issuance of permits;
- Provides information and assistance to the public, Board of Adjustment, and other governmental agencies regarding zoning and related policies and procedures;
- Prepares and delivers presentations to various boards, e.g., the Pinellas Planning Council, Board of Adjustment, Local Planning Agency (LPA), etc.;
- Prepares reports and recommendations for various boards, e.g., the Board of Adjustment, the Zoning Examiner, Board of County Commissioners, and the Pinellas Planning Council;
- Sits as "head" at the Board of Adjustment public hearing;
- Conducts special studies of designated areas for county initiated rezoning requests;
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, routine computer terminal operations, and programming/reprogramming;
- Obtains information from property owners regarding alleged non-confirming uses and subsequently schedules meetings with the Planning Director, the Administrator from the Department of Environmental Management and the Assistant County Attorney for final determination, and writes the final report notifications to applicants;
- Represents Pinellas County Planning Department at the Planning Advisory Committee, the Pinellas Planning Council hearings, and other related forums;

- Attends pre-application site plan meetings with the Building & Development Review Services (BDRS) Engineer, Public Works, and Environmental Management departments in order to review proposed site plans;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years of program management experience in zoning or urban planning that includes one (1) year of supervision or supervisory training; or an Associate's degree with major coursework in urban planning, government, engineering, economics, geography, statistics, or a related field and six (6) years of experience as described above; or a Bachelor's degree with major coursework in urban planning, government, engineering, economics, geography, statistics, or a related field and four (4) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of other public jurisdictions and County zoning, administration, enforcement procedures, and related codes and ordinances;
- Knowledge of federal, state, and County codes, rules, and regulations relating to planning, zoning, permitting, land development, and growth;
- Knowledge of modern office procedures, practices, and appliances;
- Ability to apply basic computer applications and software;
- Ability to plan, manage, coordinate, and participate with higher-level officials and subordinates in work required to effectively carry out the objectives of the division;
- Ability to read and interpret building and development plans, specifications, and legal documents and to identify deviations from requirements;
- Ability to explain and enforce regulations firmly, tactfully, and impartially to the general public;
- Ability to conduct field inspections and to determine facts through investigation;
- Ability to read and use planimetric maps, aerial photographs, engineering scales, and other related graphic aides;
- Ability to express ideas clearly and concisely, orally and in writing, including public presentations.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.