

FORD COUNTY

Job Description

Job Title: Zoning Enforcing Officer
Department: Zoning
Reports to: County Board

Appointment:

The Chairman of the County Board shall appoint with the approval of the County Board a Zoning Enforcing Officer whose duty it is to enforce the Zoning Ordinance.

Qualifications:

Ability to perform each essential duty satisfactorily
Must have valid drivers license, safe driving record and reliable vehicle
Possess any combination of experience and training that would likely provide the required knowledge and abilities

Duties:

Administer the Zoning Ordinance and the Maps, Plats & Subdivision Ordinance
Cooperate with other public officials in the administration of the zoning ordinance
Adopt rules consistent with the zoning ordinance
Respond to zoning inquires by telephone and in writing
Accept and review zoning applications and issue permits
Determine and collect fees
Make interpretations and decisions in applying provisions to individual situations
Conduct inspections of premises to determine compliance or non-compliance with the zoning ordinance
Furnish prescribed certificates
Receive and act upon all zoning complaints including investigations and written notices
Issue such notices or orders as may be necessary
Make investigations in connection with matters referred to in the zoning ordinance and render written reports on the same
Enforce all laws relating to the construction, alteration, repair, removal, demolition, equipment, use and occupancy, location and maintenance of buildings and structures, except as may be otherwise provided
Present zoning issues to Zoning Boards and County Board
Provide facts, records or information to Planning Commission, Board of Appeals and County Board
Design and maintain permit records and database, other reports and handouts
Maintain permanent records of administration and enforcement
Comply with all appurtenances of the zoning ordinance
Perform other related duties as may be required

Skills:

Ability to read, analyze, understand and interpret legal descriptions, maps, construction blueprints, governmental regulations, property numbering system and 911 addressing system

Ability to use tact and professionalism to resolve conflicts

Ability to communicate clearly and effectively both orally and in writing

Ability to write reports, business correspondence, forms and informational handouts

Ability to understand, interpret and enforce the zoning ordinance

Ability to communicate with property owners, contractors, architects, sub-contractors, property managers, realtors, appraisers, boards and the general public

Ability to operate a variety of basic office equipment

Ability to perform basic mathematical calculations

Physical and Environmental Conditions:

Ability to sit, stand and transport self from building site to building site

Ability to drive a vehicle to and from various worksites

Ability to work in seasonal temperatures and conditions, bending, kneeling, twisting and climbing

Benefits and Reimbursements:

No health insurance or retirement benefits

Mileage reimbursement at established county rate for property visits relating to zoning matters and zoning related meetings (No mileage reimbursement will be allowed for travel to the county courthouse office for regular and routine zoning business.)