

## ZONING ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Zoning Administrator performs administrative and advanced professional planning work in overseeing the operation of the Zoning Administration Section of the Planning Division. Responsibilities include: developing and implementing policies and procedures relevant to the administration of the City's zoning administration program; reviewing and revising applicable codes, policies, and ordinances for implementation of plan goals, objectives and policies as needed or as directed by the City Manager's Office or the City Council; and, participating in the management of the Planning division as it relates to the land development process within the City and with various stakeholder groups. The position is responsible for overseeing all activities relating to the Board of Adjustment and providing staff and citizens with documented interpretations of the Zoning Ordinance. The Zoning Administrator also serves as a hearing officer in conducting public hearings and deciding cases involving requests for zoning variances, special use permits, and interpretations of the Mesa City Code, and other matters as designated by the City Manager or City Council. The incumbent is expected to exercise initiative and considerable professional judgment, discretion, and independence of actions in accomplishing assigned tasks. Work requires a high degree of written and oral communication skills, and the ability to work effectively with City staff, citizen boards, and the public. The employee supervises one or more professional and support staff members within the adopted organizational structure. This class performs related duties as required.

**Distinguishing Features:** By code, the Zoning Administrator is designated by the Department Director and serves under the general direction of the Planning Director, who reviews work through meetings, conferences, and results achieved. This class is FLSA exempt-administrative.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Urban Planning or closely related field. Extensive (5+ years) professional planning experience including good (1 - 3 years) supervisory experience.

**Special Requirement.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Experience including working with processes associated with publishing and posting legal notices, interpretations of zoning codes, maps, drafting and applying the Zoning Code requirements as they relate to the overall land and infrastructure development standards. Graduation from an accredited college or university with a Master's Degree in Urban Planning or closely related field, and certification by the American Institute of Certified Planners is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with citizens, developers, property owners, and professionals of other disciplines in order to facilitate public hearings and render decisions on variances, special use permits, City code, and other matters as designated. Prepares correspondence, detailed analytical documents, reports, and public hearing findings in order to communicate program activities, explain complex issues, and render decisions at public hearings. Makes oral presentations to the public, citizen boards, and City Council. Responsibility to assure precise and accurate minutes are taken, which include findings of fact on matters heard. Works with other staff in the Planning division and the Development Services Department to facilitate a strong collaborative team approach managing the land development process.

**Manual/Physical:** Reviews the work products of others to ensure compliance with standard operating procedures. Observes and inspects property and development sites to determine compliance with specific portions of the City's codes. Reads and interprets site plans, building elevations, landscape plans, and legal descriptions in order to determine compliance with City code provisions. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to development sites to review same, performs land-use studies, and posts properties.

**Mental:** Plans, organizes, and directs the activities of the Zoning Administration Office. Supervises and evaluates the work of professional and support staff, and contract employees. Prioritizes and assigns work personnel and prioritizes own work. Identifies and resolves procedural, operational, and other work related problems by developing and implementing action plans. Coordinates work activities with other divisions and City departments. Develops related policies and procedures, work programs, and short- and long-term goals and objectives. Analyzes and comprehends written, pictorial, and oral testimony in order to evaluate and decide cases involving requests for variances, special use permits, and interpretations of Zoning and Sign regulations. Collaborates with other internal departments to ensure that there is a seamless approach to land development processes from conceptualization through construction and redevelopment.

### Knowledge and Abilities:

Knowledge of:

the principal and practices of public administration (example: policies, personnel, and budget administration);  
modern management techniques, supervisory practices, and evaluation methods;  
modern theories, principles, and practices of urban planning;  
zoning best practices, current and future trends;  
City government organization, functions, and operating relationships;  
the structure, organization, format, and content of the Mesa City Code;  
state statutes and their relationship to and impact on local zoning and land development practices; and  
administrative hearing procedures and rules of evidence.

Ability to:

translate plan policies, goals and objectives into development regulations interpret City policies, procedures, codes, and regulations;  
organize and present facts, evidence, and precedent in a clear and logical form; exercise considerable

independent judgment in hearing cases and rendering decisions;  
establish and maintain a working relationship with subordinate staff, other City departments,  
management, and the general public;  
work effectively with elected officials, appointed boards, and commissions of the City; and  
listen to, and communicate effectively with, applicants having varying educational backgrounds and  
values.

The duties listed above are intended only as general illustrations of the various types of work that may  
be performed. Specific statements of duties not included does not exclude them from the position if the  
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change  
by the City as the needs of the City and requirements of the job change.

Revised 1/21  
KM/mm/st  
CS5236.DOCX  
EEO-Prof  
JOB FCTN-ADM  
INCREMENTS 44-200

PAY GRADE: 57  
IND-9410  
SWORN-No