Building, Zoning & Ordinance Administrator Job Description

BUILDING, ZONING & ORDINANCE ADMINISTRATOR

This job description is intended to present a descriptive list of the range of duties performed by employees in this classification. It is not intended to reflect every duty that may be assigned. Additional or different duties may be required as necessary.

The City of Daleville is an equal opportunity employer. No person will be excluded from participation in or subjected to discrimination on the basis of race, color, disability, gender, religion, creed, national origin, or age. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The City of Daleville reserves the right to withdraw any intent to employ at any time.

POSITION SUMMARY

Under general supervision, performs a variety of duties in support of the City's code compliance, building permit, and zoning programs. Reviews and administers ordinances, codes, zoning regulations, land-use requirements, nuisance and housing standards, building codes, and health and safety regulations. Maintains knowledge of City regulations in order to assist property owners, residents, businesses, the general public, and other City divisions.

REQUIRED EDUCATION / LICENSE / CERTIFICATION

- Possession of a valid Alabama driver's license.
- High School Diploma or equivalent
- Pre-employment screenings REQUIRED KNOWLEDGE / EXPERIENCE
- Record-keeping procedures.
- Diplomacy and effective public-relations practices.
- Modern office procedures, methods, and equipment, including computers and software supporting word-processing and spreadsheet applications.
- Applicable codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, property maintenance, building, health and safety, and related areas.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Receive and respond to complaints and inquiries regarding code, ordinance, building permit, and zoning compliance.
- Maintain accurate documentation and case files for complaints, inspections, permit and zoning reviews, compliance matters, and other job-related activities. Record detailed information regarding observed conditions; prepare diagrams and illustrations and take photographs as needed.
- Prepare correspondence to educate the public and advise individuals regarding code compliance, building permit, and zoning matters.
- Serve as Floodplain Manager for the National Flood Insurance Program (NFIP).
- Serve on the Planning Commission as the administrative official to the Mayor.

- Administer and issue building permits and sign permits in accordance with applicable City codes and regulations.
- Administer City zoning regulations, review zoning-related requests, and assist property owners, residents, and businesses with zoning requirements and compliance.
- Perform related duties as required.

WORKING ENVIRONMENT

- Work is performed in indoor and outdoor environments, may require working alone and traveling from site to site, and may involve exposure to noise, dust, inclement weather, and varying field conditions.
- Requires sufficient physical ability and mobility to work in office and field environments; stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; lift and/or carry light weights; operate office equipment requiring repetitive hand movement and fine coordination, including a computer keyboard; operate a motor vehicle; and communicate verbally to exchange information.
- Applications are available at Daleville City Hall Monday-Friday, 8-12 pm, and 1-5 pm.

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