

City of Allentown
Position Description

Class Title: Zoning Supervisor
Grade Number: 13S
Department: Community and Economic Development
Bureau: Planning & Zoning
Non-Union

GENERAL PURPOSE

Performs supervisory and difficult zoning tasks in connection with the administration and enforcement of the City's Zoning Ordinance; coordinates the zoning review component of the subdivision and land development review process; supervises the staff and work of the Zoning Division of the Bureau of Planning and Zoning; coordinates and attends the Zoning Hearing Board, serves as Zoning Officer of the City. The city is going through the process of transitioning to a form-based zoning code. An ideal candidate will have experience with urban design and/or a track record of successfully implementing form-based zoning codes.

SUPERVISION RECEIVED

The Zoning Supervisor is under the administrative direction of the Planning Director. Minimal supervision is received from the Planning Director.

SUPERVISION EXERCISED

Supervises a group of Zoning Officers conducting investigations, ascertaining facts, issuing zoning permits and securing compliance with the City's Zoning Ordinance. The Zoning Supervisor assigns and checks the work for completeness and accuracy, and conformance with good zoning and planning principles. Supervision also exercised over clerical staff as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Issues zoning permits after reviewing the application and site plans for conformance with the Zoning Ordinance;
- Receives complaints regarding violations of the Zoning Ordinance;
- Assigns subordinate staff to investigate complaints and zoning permit applications;
- Researches the history of a particular piece of property in the formulation of zoning decisions;
- Prepares citations of violations of the Zoning Ordinance and presents them to the District Magistrate Court for prosecution;

- Prepares violation letters to be sent to property owners and directs the placement of Work Orders;
- Meets and discusses provisions of the Zoning and Subdivision Ordinances with lawyers, real estate brokers, architects, developers and the general public as needed;
- Schedules, prepares, and attends all Zoning Hearing Board meetings;
- Suggests amendments to the Zoning Ordinance and participates in major revisions to the Ordinance;
- Prepares an annual report listing the number and type of permits issued, inspections performed, and the activities of the Zoning Hearing Board;
- Attends meetings of the Allentown City Planning Commission.
- Performs related work as may be required;
- Provides quality and effective customer service with courtesy and understanding to our customers, citizens and internal departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Extensive zoning, subdivision and inspection experience involving public contact and ascertainment of facts;
- (B) graduation from a college or university of recognized standing with major work in planning, law or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

- (A) Comprehensive knowledge of modern municipal zoning and subdivision principles and practices; Experience with urban design and/or a track record of successfully implementing form-based zoning codes is preferred.
- (B) Thorough knowledge of routine legal procedures as related to the enforcement of laws and ordinances;
- (C) Ability to learn pertinent laws and regulations, and to apply this knowledge to specific problems;
- (D) Ability to deal tactfully with the general public, judges, lawyers, developers and City officials;
- (E) Ability to understand and follow oral and written directions
- (F) Ability to prepare a variety of records and reports;
- (G) Ability to read and understand detailed building drawings, site plans

- and subdivision plans for the purpose of applying zoning requirements;
- (H) Strong computer skills preferred.
- (I) Ability to learn electronic plan review software (Energov)

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer and other equipment such as photocopier, printer, digital camera and scanner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, computer, or controls; and reach with hands and arms. Frequent walking is required.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Employees are required to drive and occasionally visit construction sites.

Attendance at Zoning Hearing Board meetings and at various other meetings in and out of City Hall is required.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.