



Position Description

Position Title: Planning and Zoning Administrator
Department: Building, Housing and Planning
Salary Grade: A11 COL MAG
Reports to: Director of Building Housing and Planning
FLSA: Non-Exempt
Date: September 2018
Addendum:

Position Summary:

Under general supervision, performs professional work in the field of current and/or comprehensive planning; and provides information and assistance to developers, the business community and the public on planning and development related matters. Serves as Secretary for the Planning Commission and Zoning Board of Appeals without voting power; Attends Planning Commission and Zoning Board of Appeals meetings to technical expertise to the Planning Commissions, prepares staff recommendation memorandums to the planning commission as it related to items considered for passage. The planning and zoning administrator maintains the official copy of the Zoning Map; Records amendments to the zoning map as required; Enforces city zoning ordinances.

Distinguishing Features of the Class:

This position performs diverse, complex assignments, which require extensive coordination with City departments, and other local or regional jurisdictions and agencies to optimize the effectiveness of the City's land use, infrastructure, growth and development while protecting the health, safety and welfare of the community's inhabitants. The Planning and Zoning Administrator usually works independently, the work is subject to direction by the Director of Building Housing and Planning

Duties and Responsibilities

1. Performs and manages complex and sensitive professional planning projects, research and analysis
2. Monitors and ensures compliance with local, state and federal laws
3. Oversees specialized planning functions such as large-scale new development proposals and environmental studies
4. Provides overall management of planning issues
5. Advises the Building, Housing and Planning Director on all planning-related matters
6. Advises various councils, boards, commissions and elected officials in planning-related issues
7. Supervises the Transportation Modeling Division of Planning Department

8. Serves as liaison and performs all necessary functions in support of Planning Commission
9. Assigns work to professional staff and ensures appropriate training is provided
10. Evaluates operations and activities of assigned responsibilities
11. Prepares reports on operations and activities, recommending improvements and modifications
12. Participates in budget preparation and administration, monitors and controls expenditures
13. Attends substantial number of evening and weekend meetings
14. Serves as the technical advisor to the Planning Commission, The Board of Zoning appeals and the Design Review Board
15. Other duties as required.

Necessary Competencies:

1. Must be innovative, detail-oriented, experienced in highly visible/controversial projects
2. Capable of managing multiple, high-priority assignments
3. Strong interpersonal skills to develop good working relationships at various levels and to resolve complaints
4. Strong analytical skills to interpret research data for reports and apply mathematic techniques in practical situations
5. Reading comprehension to understand technical and legal materials.
6. Ability to work on several projects or issues simultaneously
7. Ability to provide effective supervision and staff management
8. Ability to manage projects effectively and meet firm deadlines

Requirements

1. Thorough knowledge of urban planning and development and local government policies and procedures
2. Thorough knowledge of specialization such as housing, zoning, historic preservation, and economic development
3. Research methods and statistical principles related to urban growth and development
4. Methods and techniques of effective technical report preparation and presentation
5. Pertinent federal, state and local laws, codes and regulations including recent changes
6. Budgeting procedures and techniques
7. Recent developments, current literature and sources of information related to municipal planning and administration.
8. Knowledge of local government procedures and practices
9. Citizen involvement techniques and processes
10. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, econometric or transportation modeling, database management, or GIS

Education and Experience:

Education and Experience: Undergraduate degree in Planning, Urban Studies, Public Administration, Public Policy, Architecture or a closely related field. **OR** (5) years of related experience in planning and zoning. **Preferred Education,** Master's Degree in Urban Planning, Public Administration, Real Estate Development or a closely related field AICP certification is strongly preferred and at least (2) years' experience in planning and zoning administration. **OR** (8) years of experience in planning and zoning administration.

Valid Ohio Class D Driver's License.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand; walk; use hands to handle or feel; reach with hands and arms; and be able to lift up to 20 lbs when necessary.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.

Employee Acknowledgement

I have read this job description and discussed it with my supervisor.

Employee Name:	
Date Completed:	
Supervisor Name:	
Date:	