



Job Description

Town of Westerly

Job Title:	Zoning Official								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Director of Dev. Srv.			Supervision Exercised:			Departmental Staff		
Last Revision:	9/26/2016								

General Summary:

This position is responsible for overseeing compliance with all zoning applications, submittals, tracking and approvals. This position is also responsible for providing oversight and enforcement of zoning related violations which includes issuing notices of violations, assessment of fines, and referrals to appropriate court.

Essential Functions:

1. Supervises and coordinates departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations as they related to zoning.
3. Makes determinations on zoning compliance by answering phone calls, emails and in-person inquiry's associated with zoning requirements.
4. Reviews applications and provides formal determinations for zoning certificates and other formal zoning approvals and investigates, researches and addresses complaints and performs on-site inspections as needed.
5. Manages zoning applications and provides staff support to the zoning board by setting agenda's, completing zoning narratives and zoning decision letters, recommendations and template motions for zoning board use.
6. Writes, revises and/or assists with the development of zoning ordinances by identifying deficiencies within existing zoning ordinances and makes recommendations or draft revised language to address said deficiencies.
7. Analyzes GIS data and/or generates maps associated with pertinent issues within the department.
8. Creates maps to support ordinances, revisions and creations of planning initiatives, grant applications, town reports/plans and any other technical/graphical needs of the department.

9. Reviews development applications associated with the flood zone regulations and compliance and act as FEMA community rating system coordinator for the Town, by working closely with internal sources to make determinations on compliance with flood zone regulations associated with development.

10. Provides support and acts as primary point of contact for other departmental initiatives.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Assists economic development committee as required.
3. Provides GIS mapping and analysis support for the department as needed.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in a related field.

Experience:

Three years of experience in municipal government planning, architecture, zoning. Experience must include interpretation of zoning ordinances and detailed analysis of ordinances, development proposals, proffers, civil penalty processing, site plan review, and policy analysis.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in zoning concepts and practices.
- Expert knowledge in Rhode Island state regulations, laws, practices and procedures in zoning.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Manage various computer applications including Excel and Word.
- Draft and substantively review engineering and other relevant documents and projects.

Licenses & Certifications:

Possess a valid driver's license.

Possession of Zoning Inspector Certification by the International Code Council is desired, and will be required within one year of hire.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or touch				X
Reach above shoulders	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)		X		

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X			
Up to 25 pounds		X			
Up to 50 pounds		X			
Up to 100 pounds		X			
More than 100 pounds		X			
<i>Noise Level in the Environment</i>					
	Very quiet	X	Quiet		
	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		X			
Work in high places		X			
Risk of electrical shock		X			
Risk of radiation		X			
Work in extreme weather conditions		X			
Exposure to blood or other body fluids		X			
Exposure to hazardous chemicals		X			
Vibration		X			
<i>Special Vision Requirements</i>					
x	Close vision	X	Distance vision		
X	Color vision	X	Peripheral vision		
x	Depth perception	X	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.