

ZONING MANAGER

Job Code	Pay Grade
06050	SM5a

Nature of Work

This is advanced program management, administrative, and supervisory work involving zoning and land use management activities, including Florida State mandated growth management program responsibilities. Responsibilities include coordinating and processing petitions for rezoning, land use and conditional use amendments, formulating recommendations concerning variance or special exception application and providing information and assistance to the public regarding regulations and procedures. Supervision is exercised over a staff of technical employees involved in reviewing and processing plans and applications and issuing building and surface water permits and certifying zoning clearances. At this level, technical, creative and organizational responsibility is exercised with considerable independence in the performance of complex studies and projects. Work results are reviewed for technical accuracy and compliance with professional standards and pertinent regulations, and problems concerning deviations from standard policies or procedures are discussed with a superior before final action is taken.

Minimum Qualification Requirements

- 8 years of program management experience in zoning or urban planning that includes 1 year of supervision or supervisory training; or
- Associate's degree with major coursework in urban planning, government, engineering, economics, geography, statistics or a related field and 6 years of experience as described above; or
- Bachelor's degree with major coursework in urban planning, government, engineering, economics, geography, statistics or a related field and 4 years of experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises, directs and trains staff responsible for the review and processing of plans and applications and issuing the full range of building and construction permits.
- Presents material to the Board of County Commissioners, Pinellas Planning Council, County Administrator, other officials and officials' boards.
- Processes petitions and formulates recommendations for rezoning, land use and conditional use amendments.
- Confers with technical engineering, environmental and planning personnel and reviews plans and specifications for land development.
- Confers and corresponds with architects, owners and contractors concerning questions arising in checking of property and applications for development review.
- Develops or aids in the development of new policies, regulations and ordinances related to development review, growth management and issuance of permits.
- Provides information and assistance to the public, Board of Adjustment and other governmental agencies regarding zoning and related policies and procedures.
- Prepares and delivers presentations to various boards, e.g., the Pinellas Planning Council, Board of Adjustment, Local Planning Agency (LPA), etc.
- Prepares reports and recommendations for various boards, e.g., the Board of Adjustment, the Zoning Examiner, Board of County Commissioners, and the Pinellas Planning Council.

ZONING MANAGER (continued)

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Illustrative Tasks (continued)

- Sits as “head” at the Board of Adjustment public hearing.
- Conducts special studies of designated areas for county initiated rezoning requests.
- Performs data processing related duties including using available statistical packages or programs, encoding data, data entry and retrieval, routine computer terminal operations and programming/reprogramming.
- Obtains information from property owners regarding alleged non-confirming uses and subsequently schedules meetings with the Planning Director, the Administrator from the Department of Environmental Management and the Assistant County Attorney for final determination and writes the final report notifications to applicants.
- Represents Pinellas County Planning Department at the Planning Advisory Committee; the Pinellas Planning Council hearings and other related forums.
- Attends pre-application site plan meetings with the Building & Development Review Services (BDRS) Engineer, Public Works and Environmental Management departments in order to review proposed site plans.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of other public jurisdictions and county zoning, administration and enforcement procedures and related codes, and ordinances.
- Knowledge of federal, state and county codes, rules and regulations relating to planning, zoning, permitting, land development and growth.
- Knowledge of modern office procedures, practices and appliances.
- Ability to apply basic computer applications and software.
- Ability to plan, manage, coordinate, and participate with higher-level officials and subordinates in work required to effectively carry out the objectives of the division.
- Ability to read and interpret building and development plans, specifications and legal documents and to identify deviations from requirements.
- Ability to explain and enforce regulations firmly, tactfully and impartially to the general public.
- Ability to conduct field inspections and to determine facts through investigation.
- Ability to read and use planimetric maps, aerial photographs, engineering scales and other related graphic aides.
- Ability to express ideas clearly and concisely, orally and in writing, including public presentations.

For official use only

Revised	EEOC Code	Overtime Code
11/14	Officials & Managers	Exempt