

**ZONING MANAGER****NATURE OF WORK**

This is professional, administrative and management work involving all phases of the land development regulatory process and overseeing the Community Development Review Section.

An employee in a position allocated to this class is responsible for administration of the development review and public hearing processes in regulating the Unified Land Development Code (ULDC). Provides direction to professional planners and technical personnel in the development of recommendations on complex zoning applications. Work involves representing the Division and/or the Zoning Director at several monthly boards and with development industry representatives and the public. Work is performed with considerable independence within the scope of professional methods and procedures and is reviewed by the Zoning Director through conferences, reports and observation of results attained.

**EXAMPLES OF WORK**

Evaluates employee performance; issues counseling forms/disciplinary actions/work improvement programs; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff within the Community Development Review Section.

Supervises review and approval processes to ensure compliance with related codes and ordinances. Coordinates concurrent applications/projects review process with seventeen departments (Development Review members) and ensures consistency and accuracy in review/recommendations.

Provides policy and technical advisory assistance to the Zoning Commission and the Board of County Commissioners (BCC). Attends special hearings with Zoning Director and/or Chief Planner to address technical issues.

Chairs the Development Review Officer (DRO) Oversight Committee to ensure comments and input from the development industry representatives are incorporated.

Monitors the improvement of the review system. Resolves issues between applicant(s) and various agencies. Recommends and facilitates work programs to increase productivity and provides more customer friendly procedures.

Independently implements, interprets and enforces elements of the ULDC that apply to development review of public hearings and final DRO applications. Resolves multiple, complex land use issues for staff.

Meets with legal and technical representatives of applicants and attends Homeowners' Association meetings at the request of the BCC and supervisors.

Evaluates recommendations and provides direction for staff on development applications.

**ZONING MANAGER - CONT'D****EXAMPLES OF WORK - CONT'D**

Oversees critical deadlines; ensures review reports by the Development Review agencies are on schedule.

Develops procedures and methods to ensure reviews of applications and corresponding letters/reports are prepared in a consistent approach/format throughout the Section. Streamlines the review process to obtain accuracy, consistency and efficiency of the Section.

Prepares policy memorandums for Zoning Director, upon request.

Ensures equitable work distribution among staff. Provides regular training for new employees and other training opportunities for staff to improve work performance.

Oversees the preparation of the annual Zoning calendar for monthly Zoning meetings and public hearings. Provides recommendations to Zoning Director/Chief Planner for ongoing maintenance/improvements to calendar.

Drafts recommendations to the Zoning Director to update the Zoning fee schedule.

Oversees maintenance/daily update of the Zoning web page for the Section.

Takes a lead role in coordinating and analyzing research for special projects, as directed by the Zoning Director or other supervisors. Prepares comprehensive findings for various boards or supervisor.

Assumes lead role in addressing issues related to the Section.

Performs related work as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough Zoning/Planning knowledge to solve complex issues.

Thorough knowledge of research techniques.

Thorough knowledge of the Palm Beach County Unified Land Development Code and Comprehensive Plan.

Thorough knowledge of recent developments, current literature and sources of information regarding zoning and urban planning.

Considerable knowledge of public administration with particular reference to county and municipal administration.

Knowledge of computer systems and applications.

Ability to communicate effectively, both orally and in writing.

Ability to analyze complex issues/facts and exercise sound judgment in decision making.

Ability to interpret State and local planning/zoning laws and ordinances and explain to other governmental officials and the public.

Ability to read and interpret building plans, site plans, aerials, land use maps, zoning maps and specifications.

Ability to supervise and train subordinate personnel.

**ZONING MANAGER - CONT'D****REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Ability to independently recommend direction on complex zoning matters to Advisory Boards, directors, staff and applicants.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Urban and/or Regional Planning, Landscape Architecture, Architecture or a closely related field; four (4) years of professional planning work for a large planning agency including three (3) years of supervisory experience; or any equivalent combination of related training and experience.

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