

ZONING TECHNICIAN**NATURE OF WORK**

This is specialized technical work in the review of site development plans for compliance with the County's Zoning land development regulations.

An employee in a position allocated to this class reviews and processes plans and applications for compliance with zoning codes. Work is performed under a supervisor through meetings and feedback on assignments.

EXAMPLES OF WORK

Performs submittal requirement review of all zoning applications including rezonings, conditional/requested uses, special permits, plats and variances with Unified Land Development Code (ULDC) requirements.

Processes and distributes application submittals for Development Review Officer (DRO).

Coordinates application submittals and ePZB data with other County agencies; updates ePZB on a regular basis.

Notifies applicants as to status of requests.

Provides technical support for Board of Adjustment, Land Development Regulations Advisory Board and DRO.

Researches and prepares special permits.

Disseminates information to the public regarding zoning regulations and codes.

Reviews legal descriptions.

Prepares newspaper advertisement for zoning applications.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the County's ULDC.

Knowledge of land measurement and legal descriptions.

Knowledge of the geography of the County.

Knowledge of County software used to process applications.

Ability to interpret the zoning code to the public.

Ability to read blueprints and legal descriptions.

Ability to use a scale rule.

Ability to establish and maintain effective working relationships with property owners, contractors and the public.

Ability to recognize deviations from ULDC requirements.

Ability to use a calculator and computer.

Ability to maintain ePZB database.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or an equivalent recognized certification; one (1) year of experience working with zoning or site plan processes; or any equivalent combination of related training and experience.