

*Code: 2611*

*Title: ZONING INSPECTOR*

**SUMMARY:** Reviews and approves permit applications to ensure conformance to the Zoning Ordinance, issues permits, and performs related work as required. It is distinguished from the Field Zoning Inspector, which has responsibility to conduct field inspections, issues citations, and presides at public and court hearings. It is distinguished from all other inspector classifications by its specialization in zoning enforcement.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews and approves residential and commercial/industrial permit applications and plans for conformance with Zoning Code requirements;  
Verifies plan conformance with approved development plan, subdivision plat and rezoning conditions, and enforces all notes and restrictions;  
Determines when other departments need to review plans (based on project or work being permitted);  
Assists the public in the preparation of building and zoning permit applications and provides technical information to the public pertaining to land use and zoning classifications;  
Studies maps, legal descriptions, and other records to determine correctness of information on applications;  
Investigates cases involving zoning changes, zoning variances or violations of the Zoning Ordinance and provides information/options to applicant and/or refers to appropriate division or unit;  
Reviews deeds and legal descriptions and verifies information using computer applications, such as Automated Permitting Systems, AutoCad and GIS;  
Researches permit history and ownership for parcels;  
Determines illegal land and subdivision usage, enters data into system and may refer to field inspector;  
Calculates and collects fees for land-use permits;  
Prepares and posts notices of public hearings and zoning related matters with clerk of the board, newspapers and other locations;  
Assists the public in determining when a variance, modification of setback, development plan or special use permit is required;  
Gathers information and processes applications for special use permits, including Conditional Use, Secondary Dwelling, MU Conditional Use, Home Occupation, and Adult Care;  
Reviews and issues permits in accordance with the established methods and procedures under the Zoning Code;  
Researches and processes zoning verification requests;  
Familiarizes office personnel in the functions and laws pertaining to zoning;  
May preside at public hearings to answer zoning-related questions for the general public and Hearing Administrator;  
May perform field checks to determine conformance with stipulations on permits and special use permits.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the Zoning Ordinance and other applicable laws, rules, and regulations;
- building construction and methods of land description;
- the preparation and processing of building and zoning permit applications and variance applications;
- the principles and practices of zoning activities;
- research techniques and sources of information related to zoning;
- permit applications and site plan preparation;
- recognizing zoning violations and how the problem may be resolved;
- computer applications such as GIS and AutoCad.

Skill in:

- answering complex zoning questions by interpreting, applying and enforcing the Zoning Ordinance firmly, tactfully and impartially;
- maintaining effective working relationships with others;
- communicating effectively, preparing written reports and presenting oral reports;
- conducting thorough research, investigations and site inspections and in preparing detailed and adequate records for use in legal procedures;
- collecting information, preserving evidence, and case management;
- preparing cases for hearings and testifying in Superior Court;
- assisting with the inspection of building sites to ensure compliance with zoning;
- general computer skills.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in urban or regional planning, geography, public administration, political science, hydrology, geology, business administration or a related field as defined by the Appointing Authority.

OR

(2) Two years of experience as a Planning Technician or Zoning Inspection Technician with Pima County or in another jurisdiction.

OR

(3) Two years of experience in the enforcement of laws, rules, regulations or codes, such as law enforcement officer, investigator, insurance adjuster.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License may be required at the time of appointment. Some positions in this classification must obtain/maintain, as a condition of continued employment, the American Association of Code Enforcement (AACE) Certified Code Enforcement Officer certification within one year of hire/entry into classification. Failure to obtain/maintain the required certification shall be grounds for employment termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.