

Code: 2612

Title: ZONING INSPECTION TECHNICIAN

SUMMARY: Performs minor inspections and reviews permit applications to ensure conformance with the Pima County Zoning Ordinance. It is distinguished from the classification of Zoning Inspector and the Field Zoning Inspector which has responsibility for an increased level of complexity of investigations and zoning cases. It is also distinguished from other public works technician classes 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.)

Answers routine zoning questions, including status of zoning violation cases and assists the public with permit applications by explaining the processes involved and the general provisions of the Zoning Ordinance;
Reviews and may issue some permit applications, including Adult Care, Secondary Dwelling, Liquor License and Home Occupation, for compliance with zoning requirements and discusses with supervisor for further action;
Determines permit fees by performing required calculations and referring to the appropriate fee schedules, receives payment, balances receipts and makes deposits;
Maintains automated and hard copy chronological file and compiles data to prepare monthly report;
Initiates notice to violators explaining what must be done to achieve compliance;
Opens violation cases and performs research of complaints using computer software, such as Automated Permitting Systems, GIS, AutoCad and databases;
Prepares materials for public hearings and may post notice of public hearings;
Acts as Recording Secretary to the Hearing Administrator, prepares rooms for hearing, ensures agendas are prepared and available, maintains order during hearing, and administers oath to witnesses.

KNOWLEDGE & SKILLS:

Knowledge of:

- the County Zoning Code and other applicable laws, rules, and regulations;
- building construction, land use, and land description;
- research techniques and sources of data related to zoning activities;
- computer applications such as GIS and AutoCad.

Skill in:

- communicating effectively;
- establishing and maintaining effective working relationships with others;
- enforcing zoning regulations firmly, tactfully and impartially;
- conducting inspections and investigations;
- preparing detailed and legally adequate records.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A high school diploma or General Equivalency Diploma (G.E.D.) and two years of clerical or paraprofessional experience issuing permits, processing zoning or planning applications and calculating/collecting fees for services.

OR:

(2) One year of paraprofessional experience in the review of zoning, planning or engineering plans and applications and assisting applicants with permit processes.

OR:

(3) An Associate's (or higher) degree from an accredited college or university with a major in urban, area or regional planning, geography, public or business administration, hydrology, environmental studies, geology, engineering, law or criminal justice.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Class D Arizona Driver's License at the time of appointment.

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.

Pima County

Revised 03/24/02 (mj)
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