

*Code: 2613*

*Title: CHIEF ZONING INSPECTOR*

**SUMMARY:** Supervises and participates in office and field activities related to permitting, and the enforcement of the Zoning Ordinance; and performs related work as required. Manages the zoning enforcement operations to ensure compliance with the Zoning Ordinance. It is distinguished from the Zoning Inspection Supervisor classification, which supervises and coordinates the day-to-day zoning inspection activities. Specialization in zoning enforcement distinguishes this classification from other chief inspector classifications.

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

Plans, organizes and directs office and field zoning operations;  
Performs duties mandated by law pertaining to issuance of zoning permit and enforcement of the Zoning Ordinance, insures accuracy of all permits issued, makes determinations as to allowable uses, defends appeals of decisions;  
Assigns work to zoning staff and supervises their investigations and inspections;  
Makes field investigations of exceptionally complex or sensitive cases;  
Researches complex and sensitive zoning matters and prepares reports and/or recommendations for the Director's Office, Board of Supervisors and County Administrator;  
Collects information needed for the prosecution of violators and prepares complaints for legal action;  
Interacts with the County Attorney's Office and other County and State agencies on the resolution of zoning matters;  
Directs and participates in researching and analyzing the need for changes to the Zoning Ordinance and developing appropriate recommendations;  
Coordinates zoning enforcement and permitting activities with other County departments and outside agencies;  
Gives official testimony in court cases by personal appearance or deposition;  
Reviews preliminary development plans, plat plans, and subdivision plats with developers, realtors, and property owners for conformance with the Zoning Ordinance;  
Advises and interprets complex zoning problems for the general public by telephone, in person, and in writing;  
Intervenes in and resolves sensitive situations involving members of the public;  
Attends public meetings to make presentations and answer questions regarding zoning matters;  
Interprets the Zoning Ordinance for staff and resolves complex technical problems;  
Participates in Board of Adjustment meetings and violation hearings, makes detailed reports and provides technical opinions regarding the Zoning Ordinance;  
Interprets complex ordinances beyond zoning, including the Hillside Development Zone, Native Plant Preservation and Grading Ordinances;  
Trains office and field personnel in technical aspects of enforcement and permitting;  
Participates as voting member of ad hoc committees created by the Board of Supervisors to resolve specific zoning issues;  
Maintains records and prepares reports;  
Prepares and administers the division budget.

KNOWLEDGE & SKILLS:

Knowledge of:

- the Zoning Ordinance and related laws, rules and regulations;
- the principles of urban and regional planning and land use;
- building and sign construction, and methods of land description;
- the principles and practices of zoning activities;
- research techniques and sources of information related to zoning;
- the principles and practices of management and supervision;
- computer applications such as GIS and AutoCad.

Skill in:

- planning, directing, and supervising zoning enforcement activities;
- enforcing zoning regulations firmly, tactfully, and impartially;
- interpreting and applying the provisions of the Zoning Ordinance and related laws, rules and regulations;
- communicating effectively;
- conducting thorough investigations and inspections, and in preparing detailed and adequate records for use in legal procedures.

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, AND four years of professional experience in zoning or planning INCLUDING one year of supervisory experience which may be concurrent.

OR

(2) Six years of experience as a Zoning Inspection Supervisor, Senior Planner or Principal Planner with Pima County INCLUDING one year of supervisory experience in planning and zoning which may be concurrently.

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.

