

*Code: 2614*

*Title: ZONING INSPECTOR SUPERVISOR*

**SUMMARY:** Supervises and coordinates the day-to-day zoning inspection activities. It is distinguished from the Chief Zoning Inspector, which has responsibility for the management of the zoning enforcement operations. Its supervisory responsibility distinguishes this classification from the Zoning Inspector class. Its specialization in zoning enforcement distinguishes this class from other inspection supervisor 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.)

Supervises, trains, coordinates, and oversees activities of zoning and/or field inspectors and support staff;

Oversees and ensures input of data into varied databases and case management;

Responds to questions from the public, developers and contractors that require interpretation of the Zoning Ordinance or other applicable laws, rules and regulations;

Provides technical advice to the public, developers, contractors and County departments on zoning issues;

Represents the Chief Zoning Inspector at public hearings and other proceedings dealing with major zoning problems;

Interprets the Zoning Ordinance to identify conditions for issuance of permits;

Coordinates with other County departments to insure that land uses are properly defined and legal under the Zoning Ordinance;

Reviews complex variance issues and may attend the Board of Adjustment hearings to answer questions from board members or the public;

Recommends, reviews and comments on draft changes to the Zoning Ordinance;

Testifies in court and at hearings on zoning matters concerning interpretation of the Zoning Ordinance;

Intervenes in and resolves sensitive situations involving members of the public;

Researches and investigates complex and sensitive zoning matters and prepares reports for the Director's Office;

Researches and prepares letters regarding zoning compliance and other related matters;

Performs Zoning Inspector duties when necessary;

Performs field investigations of complex or sensitive cases involving coordination with other County departments or outside agencies;

Reviews development plans for conformance with Zoning Ordinance requirements.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the Zoning Ordinance and related laws, rules and regulations;
- building construction methods, and methods of land description;
- the principles and practices of zoning activities;
- research techniques and sources of information related to zoning;
- the functions of County departments and outside agencies related to zoning;
- the principles and practices of effective supervision;
- computer applications such as GIS and AutoCad.

Skill in:

- interpreting and applying the provision of the Zoning Ordinance and related laws, rules and regulations;
- enforcing zoning regulations firmly, tactfully, and impartially;
- communicating effectively;
- investigating complex and multiple zoning issues;
- supervising and evaluating subordinate staff;
- planning, assigning, and coordinating the work of others;
- effectively dealing with difficult, upset or hostile people.

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 two years of professional experience in zoning or planning PLUS one year of supervisory experience (which may be concurrent with required experience.)

OR

(2) Two years of experience as a Zoning Inspector, Planner or Addressing Technician with Pima County INCLUDING one year of supervisory experience (which may be concurrent with required experience.).

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: Some positions are required to work outdoors in extremes of heat, cold, humidity, windy and dusty conditions. Any additional 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.