

Code: 2661

Title: ADDRESSING OFFICIAL

SUMMARY: Supervises, coordinates and participates in the day-to-day activities related to addressing and the enforcement of the Addressing Ordinance by managing operations to ensure compliance.

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 Addressing operations by assigned staff;

Supervises, trains, prepares performance evaluations and coordinates activities of Addressing and support staff;

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

Researches and investigates complex and sensitive addressing matters which may require field investigations and prepares recommendations to present to, and answer questions for the directors office, Board of Supervisors (BOS) and the public during public hearings;

Reviews, comments and recommends proposed changes to addressing ordinance for management attention;

Coordinates enforcement of addressing ordinance, addressing rules, regulations and policies and permitting activity with other county departments and outside agencies through Intergovernmental Agreements;

Reviews development plans, subdivision plats and similar materials of all jurisdictions in Pima County for conformance with addressing ordinance requirements;

Verifies accuracy of data input into varied databases by going to the original document and/or sources;

Attends and participates in public neighborhood meetings to interpret and defend addressing ordinance or other applicable laws, rules and regulations;

May testify in court on addressing matters concerning interpretation of the addressing ordinance.

KNOWLEDGE AND SKILLS:

Knowledge of:

- addressing ordinance and related laws, rules and regulation;
- principles and practices of addressing activities;
- research techniques and sources of information related to addressing;
- functions of county departments and outside agencies, cities and towns related to addressing;
- principles, practices and techniques in personnel, supervision and management;
- principles and techniques of database management software and Geographic Information System (GIS) and Computer Aided Drafting (CAD) software;
- review process for subdivision plats and development plans.

Skills in:

- planning, directing and supervising address enforcement activities;
- supervising and evaluating subordinate staff;
- enforcing address regulations firmly, tactfully and impartially;
- interpreting and applying the provisions of the Address Ordinance, rules and regulations;
- reading and interpreting address maps, subdivision plats, and development plans;
- accessing, extracting, reviewing data from GIS and CAD software;

- investigating complex and multiple addressing issues;
- planning, assigning and coordinating the work of others;
- communicating effectively, orally and in writing;
- dealing effectively with difficult, upset or hostile people.

MINIMUM QUALIFICATION:

EITHER:

(1) A Bachelor' 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, addressing 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 Specialist with Pima County including one year of supervisory experience (which may be concurrent with required experience).

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current Arizona Class D driver's license at time of appointment.

Physical/Sensory Requirements: Some positions are required to work outdoors in extremes of heat, cold, humidity, wind 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.

Pima County

05/10/05(tr)
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