



## Union County Building Department

### Code Enforcement and Zoning Director

#### Position Description

#### **MAJOR FUNCTIONS:**

This position performs a wide range of skilled and technical work and support functions for the Building Code Administrator and the County's Building Department. Handles a variety of assignments related to enforcement of the County's codes and regulations. Provides technical and professional support in reviewing, processing, and approval of zoning applications, addressing questions and concerns related to zoning, the County's Land Development Regulations (LDRs), and Comprehensive Plan. Assists County Administration Office with various tasks and assignments. Work is performed under direction of the Board of County Commissioners and is reviewed through conferences, reports, and observation of results obtained.

#### **DUTIES AND RESPONSIBILITIES:**

- Supervises Building Department employees engaged in facilitating the application process for development review requests and coordinating the appropriate information for the Planning and Zoning Board, serving also as the Local Planning Agency, Board of Adjustments, and the Board of County Commissioners.
- Conducts departmental training and orientation in relation to planning and zoning.
- Researches applicable Federal, State, and local planning/regulatory literature to be used in the formulation of the Comprehensive Plan, amendments thereto, and the Land Development Code for compliance; remains current on adoption of new Federal, State, and County codes, ordinances, and regulations.
- Interprets and administers Land Development Regulations, exercises authority in approval or denial of zoning applications based on technical interpretation of the Land Development Regulations.
- Direct the preparation of memos and correspondence pertaining to any aspect of zoning administration.
- Reviews site plans, plats, and related materials for adherence to County zoning ordinances, policies and procedures; works with individuals to bring plans into conformance with zoning requirements.
- Develops and implements policies, procedures, and priorities to meet established goals.
- Attends public hearings, professional meetings, and Board meetings.
- Administers flood plain management regulations for the County.
- Serves as liaison to the Regional Planning Council.
- Coordinates the development review process by receiving, distributing, and reviewing development plans within appropriate deadlines.

- Performs investigations of reported code enforcement violations within the County and enforces proper corrective action to be taken when violations occur.
- Gathers information regarding code enforcement investigations by interviewing and obtaining statements of witnesses and informers.
- Assists in preparing and monitoring department budget, revenues and expenditures, and prepares special reports as required.
- When time allows, assists the County Administration Office with grants, appropriations, research, and data collection as needed
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of County and City Land Development Regulations, Comprehensive Plans, and other development ordinances
- Considerable knowledge of County wide flood management maps
- Working knowledge of English, spelling, arithmetic
- Working knowledge of computers, other office equipment, and relevant software such as Microsoft Word, Excel, etc.; knowledge of standard office practices and procedures
- Knowledge of collection and reporting techniques of revenue
- Skills and ability to comprehend and interpret site plans, plats, and related materials
- Skills and ability to assist in the preparation of comprehensive plan amendments, rezoning amendments, variances, and special exceptions and to maintain them with technical accuracy
- Ability to make decisions in accordance with County and Department policies and procedures
- Ability to perform work with limited supervision
- Ability to establish and maintain effective working relationships with other County employees, Officers, Agencies, and the general public
- Ability to enforce codes and ordinances with impartiality
- Ability to handle public concerns and solve disputes tactfully and expediently, and remain calm in stressful situations

**MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age and of good moral character.
- Must possess a High School Diploma or equivalent (GED)
- Must possess a valid Florida Driver's License
- Must be able to pass a pre-employment drug screen
- Must be able to pass a pre-employment FDLE background check.
- Must have a minimum of 2 years experience directly relating to County Comprehensive Plans/ Land Development Regulations, and code enforcement, including zoning codes.
- General experience with grant management and coordination

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:**

This position works both inside an office setting, as well as outside in the field and on construction sites. This position may be exposed to the following environmental conditions:

- Moderate to loud noise
- Extreme cold and heat
- Humidity, rain, wind, dry/arid conditions
- Smoke, dust, pollen, and other toxic or caustic conditions
- Vibrations and moving mechanical parts

This position must be able to meet the following physical requirement:

- Must be able to perform tasks requiring driving, sitting, standing, walking, bending, stooping, reaching, and climbing.
- Must be able to lift at least 75lbs multiple times per day

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**UNION COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY AND ADA COMPLIANT EMPLOYER WHO  
GIVES VETERAN'S PREFERENCE**

This job description is not intended to be, and should not be construed as, an all-inclusive list of the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.