


JOB DESCRIPTION
Assistant Zoning Official

Date of Last Revision: October, 2021

 WESTERLY Rhode Island	DEPARTMENT	Development Services - Zoning		
	REPORTS TO	Zoning Official		
	FLSA STATUS	Non-Exempt Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Zoning Official, this position provides a full range of supervisory and zoning functions in support of the Zoning department. The Assistant Zoning Official assists the Zoning Official in organizational functions in overseeing submittals and tracking of zoning permits and also issues zoning permit approvals as determined by the Zoning Official and provides staff support to Zoning Board.

ESSENTIAL JOB FUNCTIONS

- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations as they relate to zoning.
- Reviews applications organizes files for the Zoning Official and provides formal determinations for zoning certificates and other formal zoning approvals as directed by the Zoning Official.
- Manages and organizes zoning application files to assist the Zoning Official in processing workflow in a timely manner.
- Assists Zoning Official in staffing the Zoning Board by setting Zoning Board agendas and placing public notices.
- Researches information necessary for zoning narratives and decision letters.
- Reviews maps and GIS data associated with pertinent issues within the department.
- Provides correspondence to applicants and assists Zoning Official with communicating requirements to applicants and processing applications.
- Oversees and performs administrative and work of the department by assisting staff with procedural questions, assisting with data entry and clerical duties, assisting with computer programs and making decisions when Zoning Official is not available.
- Processes reports as directed.
- Supervises Development Services office assistants in office functions such as, but not limited to, paying invoices, ordering supplies, document management and data entry.

ADDITIONAL JOB FUNCTIONS

- Attends conferences, seminars, training and meetings as required.
- Processes information requests to the Zoning Office.
- Works with other staff members in the Offices of Planning, Code Enforcement, Property Maintenance and Building.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Zoning regulations, zoning application process and procedure.
- Zoning concepts and practices.

- GIS and computer systems such as MUNIS.
- Municipal and state government systems.

SKILLS *in*:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY *to*:

- Interpret zoning ordinances, state law and other regulations.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public; explain complex concepts to non-professionals and to resolve issues with diverse and often opposing groups.
- Maintain a professional attitude.
- Maintain consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled workday when needed.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED Equivalent with a minimum of five (5) years of experience in a municipal zoning department, or
- Bachelor's Degree with minimum of one (1) year of experience in a municipal zoning department.
- Minimum of three (3) years performing administrative and supervisory support functions.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including*:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including*:

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.

- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.