


JOB DESCRIPTION
Zoning Official

Date of Last Revision: October, 2021

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

POSITION OVERVIEW

Under the general direction of the Director of Development Services, the Zoning Official is responsible for overseeing compliance with all zoning applications, submittals, tracking and approvals. This position provides support and advice to the Zoning Board and is also responsible for providing oversight and enforcement of zoning related violations which includes issuing notices of violations, assessment of fines, and referrals to appropriate court.

ESSENTIAL JOB FUNCTIONS

- Supervises and coordinates Assistant Zoning Official and Code Enforcement Officer and other staff as directed.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations as they related to zoning.
- Makes determinations on zoning compliance by answering phone calls, emails and in-person inquiry's associated with zoning requirements.
- Reviews applications and provides formal determinations for zoning certificates and other formal zoning approvals and investigates, researches and addresses complaints and performs on-site inspections as needed.
- Manages zoning applications and provides staff support to the Zoning Board by setting agenda's, completing zoning narratives and zoning decision letters, recommendations and template motions for zoning board use.
- Writes, revises and/or assists with the development of zoning ordinances by identifying deficiencies within existing zoning ordinances and makes recommendations or draft revised language to address said deficiencies.
- Analyzes GIS data and/or generates maps associated with pertinent issues within the department.
- Creates maps to support ordinances, revisions and creations of planning initiatives, grant applications, town reports/plans and any other technical/graphical needs of the department.
- Reviews development applications associated with the flood zone regulations and compliance by working closely with internal sources to make determinations on compliance with flood zone regulations associated with development.
- Provides support and acts as primary point of contact for other departmental initiatives.

ADDITIONAL JOB FUNCTIONS

- Attends Zoning Board and various other Board and Commission meetings (such as Town Council and Planning Board, etc.) as required.
- Attends conferences, seminars and informational meetings as required.
- Works with other staff members in the Offices of Planning, Code Enforcement, Property Maintenance and Building.
- Provides GIS analysis support for the department as needed.
- 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 concepts and practices.
- Town Zoning Ordinances.
- Rhode Island state regulations, laws, practices and procedures in zoning.

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:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Partner with other departments and agencies to coordinate a synchronous approach to mitigating zoning code violations, property maintenance, health and safety and minimum housing standards violations.
- 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

- Bachelor's Degree in a related field.
- Minimum of four (4) years of experience in municipal government, planning, or zoning. Experience must include interpretation of zoning ordinances and detailed analysis of ordinances, development proposals, civil penalty processing, site plan review, and policy analysis.
- Minimum of two (2) years of supervisory experience.
- 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.