



ZONING ADMINISTRATOR

Occupational Code: 8210
Salary Range: 18E
Status: Executive
FLSA: Exempt
Established: 3/03, Rev. 7/03

This is technical and managerial work in the enforcement of the City of Miami's and Dade County Zoning Code and regulations.

Work involves directing and overseeing the City's zoning plan review, interpreting the Zoning Ordinance, and assisting with code enforcement programs. This position is responsible for managing the Zoning staff, developing and maintaining the policies and procedures related to the interpretation of all applicable laws, ordinances and regulations; implementing zoning code changes; and developing and implementing related training programs. Supervision is exercised over the Chief Zoning Inspector; and technical and clerical personnel. General supervision is received from the department director. Work is reviewed through conferences, reports and observations of program effectiveness.

The duties of the position include but are not limited to: *Managing the Zoning staff; developing and implementing training programs for the Zoning staff; interpreting and administering the City of Miami's Zoning Ordinance; assisting with the coordination of the enforcement programs of the City of Miami's Zoning Ordinance; conferring with staff members on technical work issues; accompanying staff in the field to review unusual problems, providing general assistance and making final decisions relating to zoning ordinance interpretations; overseeing and coordinating through subordinates the review of site plans and applications for zoning permits and other permits and certificates required by the Zoning Ordinance; conferring or corresponding with architects, building owners and the public concerning questions involved in the zoning code interpretation; conferring with the staff of other agencies regarding projects or problems of mutual concern; overseeing and coordinating through subordinates' activities of the landscape code enforcement section; attending and participating in the activities of various boards and committees dealing with matters relating to the Zoning Ordinance and related codes; making recommendations for changes in ordinances and regulations relative to zoning and other codes; supervising the formulation and implementation of written procedures for the plans examination and inspection sections; and performing other duties as may be required.*

REQUIREMENTS:

Graduation from a four year college or university with major course work in Planning, Architecture, Engineering or closely related field; and thorough (4 – 7 years) progressively responsible experience in zoning and code enforcement work, including considerable (2 – 4 years) supervisory experience in any of the aforementioned areas.

SPECIAL REQUIREMENTS:

If major college or university coursework is not in the fields of Architecture or Planning, completion of Levels I and II certification through the Florida Association of Code Enforcement will be required.