Zoning Compliance Officer/Deputy Planner

Bedford County, Tennessee

**Department**: Office of Planning and Zoning **Full/Part Time**: Full Time

**Position:** Zoning Compliance Officer/Deputy Planner **Status:** Non-Exempt

**Job Summary**: The job of the Zoning Compliance Officer and Deputy Planner is specialized technical work in the enforcement of zoning and other land use codes/ordinances as well as assisting the Director in the development of future Zoning Ordinances and overall adherence to the adopted Comprehensive Plan***.*** Work involves providing zoning information to customers, conducting field inspections for code/ordinance compliance, issuing citations, testifying in court, referring to zoning maps and plats, researching property legal information and testifying at hearings relating to violations or citations. In addition, the officer is responsible for storm water management, special flood hazard areas, applicable nuisance abatement/mitigation, administrative support to the Planning & Zoning Director, and supervisory responsibilities to the Office Assistant. In addition, the Deputy Planner represents the Department in the absence of the Director. The Zoning Compliance Officer reports directly to the Planning and Zoning Director of Bedford County.

**Physical Demands**:

* Ability to walk on uneven natural terrain in dry or wet circumstances to evaluate land conditions, take measurements, and conduct inspections while entering and exiting construction sites and structures
* Ability to sit or stand for long periods of time
* Full use of hands and fingers to grasp, feel, and operate a vehicle, computer, other office equipment, measuring wheels, tape measures, engineering rulers, and other measuring devices
* Ability to reach with hands and arms
* Ability to communicate verbally and auditory function while performing field assignments
* Ability to read well, comprehend and effectively communicate in writing
* Ability to climb, balance, stoop, kneel, crouch, or crawl
* Ability to occasionally lift and/or move up to 25 pounds
* Close, distance, and color vision along with peripheral vison and ability to adjust focus

**Work Environment**:

Work is performed in an office setting and field setting. Considerable outdoor work in various weather conditions is required in the inspection of various land uses and other matters.

**Essential Functions**:

* Responds to inquiries from architects, surveyors, attorneys, real estate personnel, building contractors, and the general public regarding land usage, zoning codes, and related ordinances.
* Reviews, issues, approves, or disapproves all Zoning Use Permits
* Performs Zoning Inspections, as necessary, under the Bedford County Zoning Ordinance for compliance
* Researches and reviews legal descriptions, plat restrictions, and property ownership information
* Conducts field investigations to determine compliance of properties with the adopted zoning ordinance and issues notices of violation or citations for non-compliance
* Testifies at court hearings regarding notices of violations or citations issued
* Maintains and updates all official records of all businesses and activities, including complaints or violations along with photographs of violation and the action taken
* Prepares and submits monthly activity reports to the Director
* Prepares and submits monthly activity reports of construction activity to the Assessor of Property
* Prepares and submits reports of modifications to the zoning map to the GIS Department
* Advertises public hearings related to Zoning Use/Change applications and sends out neighbor notification letters for same
* Issues zoning permits for allowed activity as well as special exception uses, conditional uses and/or variances only after applications for such uses and/or buildings have been approved in writing by the Board of Zoning Appeals
* Understands, interprets, and maintains a working knowledge of of federal, state, and local laws relating to zoning, general land development, and floodplain development
* Prepares and maintains accurate records and presents verbal or written reports as required
* Represents the department in the absence of the Director
* Attends Planning Commission and Zoning Board meetings at the Director’s request
* Supervises office assistant
* Communicates effectively with the Department Director, co-workers, and the board members of the Board of Zoning Appeals
* Performs other duties as assigned

**Additional Functions**:

* Adhere to policies and procedures of Bedford County Government
* Ability to get along with coworkers, citizens, and other departments as well as appointed officials
* Knowledge of Bedford County Zoning Ordinances and land use regulations, rules, and procedures
* Knowledge of the legal, administrative, and procedural regulations applicable to the position of the Zoning Compliance Officer
* Knowledge of the office practice and procedures
* Knowledge of geography of Bedford County
* Knowledge of land measurement and legal descriptions
* Ability to effectively communicate in a professional manner the Zoning Land Use Ordinance
* Ability to read and interpret site plans, plats, and specifications relating to land use, landscaping, and zoning ordinance provisions
* Ability to multi-task and work in fast paced environment
* Ability to adhere to Personnel Policy and Ethics Policy
* Knowledge of safety protocol

**Minimum Qualifications**:

* High School Diploma or equivalent education
* Possess and maintain a current TN Driver’s License
* ICZ Zoning Inspector Certification or ability to obtain within six (6) months of employment
* TDEC Level 1 Erosion Prevention and Sediment Control Inspector Certification or ability to obtain within six (6) months of employment
* TDEC Level 2 Erosion Prevention and Sediment Control Inspector Certification or the ability to obtain within one (1) year of employment
* Membership to the American Planning Association - Tennessee Chapter (paid by employer)
* Membership to the Association of State Floodplain Managers (paid by employer)
* Minimum 8 hours of professional development training per year (paid by employer)

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

*The job description for the position of Zoning Compliance Officer,* Deputy *Planner (FT) for the Bedford County Government describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.*

Signature Date

*\*\*\* Bedford County Government, Bedford County Tennessee, is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.*