

Classification Title: Land Development Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages the zoning and subdivision administration of the Planning Department. Applies land use regulations and policies in the review and approval development process. Interprets the zoning and subdivision ordinance.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

| S Sedentary | L Light | M Medium | H Heavy | V Very Heavy |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions |
|---|------|--|
| 1 | S | Oversees the development review process, ordinance administration and drafting, the permitting of commercial land uses, code enforcement and the rezoning process. Develops the division's work plan and monitors its progress. |
| 2 | S | Administers the zoning and subdivision review and approval process. Meets with property owners, developers and design professionals on proposals. Provides suggestions on alternate designs and petition amendments to ensure compliance. Coordinates the review process. |
| 3 | S | Recommends new regulations to correct any existing statutory deficiencies in ordinances. Manages contracts with consultants preparing plans and initiatives for revisions. Works with stakeholders for input and review. Follows through with communications to local officials through reports and presentations. |
| 4 | S | Reviews re-zoning petitions and special land use permit petitions for compliance with policies. |
| 5 | S | Reviews traffic impact of zoning to determine if on or off-site roadway improvements should be recommended. |

CLASSIFICATION REQUIREMENTS:

| CLASSIFICATION REQUIREMENTS | |
|---|---|
| Education | Master's degree in Planning, Landscape Architecture or related field. |
| Experience | Five years of professional experience in planning and development. |
| Equivalent Education & Experience Accepted? | Yes |
| Certification and Other Requirements | None |

| CLASSIFICATION REQUIREMENTS | |
|--|---|
| Reading | Advanced |
| Math | Intermediate |
| Writing | Advanced |
| Managerial | Receives Limited Direction. |
| Budget Responsibility | Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures). |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed. |
| Interpersonal / Human Relations Skills | Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings. |

OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | X | Light | Medium | Heavy | Very Heavy |
|---|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, map plotter, engineer's scale, computers, printers and related software

| PRIMARY WORK LOCATION | |
|---|---------------------|
| X Office Environment | Shop |
| Clinic | Vehicle |
| Recreation Centers/Neighborhood Centers | Warehouse |
| Outdoors (see 1 below) | Other (see 2 below) |

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.