



**City of Isle of Palms
Department of Building, Planning and Zoning
Zoning Administrator**

The City of Isle of Palms is accepting applications for a full-time position of Zoning Administrator. Under the general supervision of the Building Director /Deputy City Administrator the position provides administering the City's Code and directing activities of the Building and Planning Department to enforce zoning, flood zone, building and licensing regulations. Qualifications require Bachelor of Arts or Bachelor of Science degree in Land Use Planning, Urban or Regional Planning, and at least five (5) years of experience in land use regulation and enforcement, or closely related field with at least two (2) years supervisory experience or equivalent experience and training sufficient to fulfill position requirements. Proficiency with computers, excellent customer service skills and frequent contact with the public, also required.

Starting salary range to mid-range for the position: \$61,375 to \$78,253 with a competitive benefits package.

Submit application and resume to Janice Ladd, City of Isle of Palms, PO Drawer 508, Isle of Palms, SC 29451 or apply on-line at <https://www.iop.net/employment-opportunities>.

EOE

Applications accepted until filled

Full Job Description Below



Zoning Administrator

Function:

Under limited supervision of the Building Director/ Deputy City Administrator, performs highly responsible administrative duties in organizing and administering the City's Code and directing activities of the Building and Planning Department to enforce zoning, flood zone, building and licensing regulations.

Duties:

General Administration

Works with the Building Official, Business License/Building Permit Clerk and all other employees of the Building and Planning Department. Consults with these employees concerning specific project issues and/or problems with interpretation of building codes, zoning and business license ordinances and regulations.

Responsible for the organization and maintenance of accurate zoning administration records.

Supervises the preparation and dissemination of departmental administrative reports for use by the City Administrator or City Council.

Assists in the preparation of the annual department operating budget.

Planning/Zoning Administrator

Performs the responsibilities of Zoning Administrator as described in the City's codes and the Comprehensive Planning Act of 1994.



Reviews proposed development plans for compliance with local zoning and other land use ordinances and regulations; enforces zoning regulations.

Presents applications for variances and appeals to the Zoning Board of Appeals, attends all meetings of the Board and provides technical assistance as requested.

Provides Public Notice of applications to the Board as prescribed by State Law and/or the Board's Rules of Procedure.

Provides technical assistance to the Planning Commission regarding all land use issues including revising the City Code and the Comprehensive Plan.

Recommends positions on issues before the Planning Commission and City Council.

Reviews, prepares presentations, and recommends action on ordinances before the Planning Commission and City Council.

Performs the responsibilities of the Community Rating System Coordinator as prescribed by the National Flood Insurance Program.

Testifies in court on zoning and code enforcement issues as needed.

Assists residents, property owners, developers, engineers, architects, and contractors in interpreting City land use ordinances, codes and regulations.

Participates in the site review process before, during, and after development. Performs other duties as assigned.

Knowledge, Skill, and Abilities:



Knowledge of the principles, practices and regulations pertaining to zoning land use. Knowledge of city government organization and administrative processes.

Ability to enforce codes firmly, with tact and impartiality.

Ability to initiate land use regulation and enforcement of codes independently of direct supervision.

Ability to establish good working relationships with citizens, contractors, developers, other personnel, and anyone interacting with the department.

Ability to communicate clearly and succinctly, orally and writing, with all interested parties about technical zoning and land use issues.

Ability to read and interpret engineering plans, building plans, blueprints, land surveys, diagrams, maps, specifications, and contracts.

Ability to use personal computers with word processing and database software.

Minimum Training and Experience:

Bachelor of Arts or Bachelor of Science degree in Land Use Planning, Urban or Regional Planning, and at least five (5) years of experience in land use regulation and enforcement, or closely related field with at least two (2) years supervisory experience or equivalent experience and training sufficient to fulfill position requirements.

Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described.

Performs other related duties as required.