

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 02/22/17, 09/07/22

ZONING ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for the daily administration and implementation of the City of Ithaca Zoning Ordinance and other applicable regulations related to the use and development of land, property and buildings within the City of Ithaca. The Zoning Administrator reviews building permit applications and development plans for zoning compliance, researches property information files and other City records, and makes determinations regarding compliance. The Zoning Administrator also provides information and technical assistance regarding City zoning regulations to citizens, property owners, builders, design professionals and City staff. The Zoning Administrator serves as the Secretary to the Board of Zoning Appeals and oversees the zoning appeals process. The Zoning Administrator is also responsible for managing and overseeing the property management database for both the Building and Planning Divisions. The work is performed under the general supervision of the Director of Planning and Development with considerable latitude allowed for the exercise of independent judgment. Supervision is exercised over technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews site survey or construction plans submitted with building permit applications for compliance with district regulations and all other applicable zoning requirements;

Reviews and discusses land-use implications of proposed development projects with departmental staff and developers;

Answers inquiries regarding the zoning ordinance and discusses compliance issues with City officials, citizens, contractors, developers and design professionals;

Works with developers to achieve project goals without the need for use or area variance from the Board of Zoning Appeals, within Zoning Ordinance guidelines;

Coordinates resolution of land-use permitting issues with appropriate City staff members, departments and divisions;

Researches property files and other municipal and county records to determine property's legal zoning status and whether property is compliant with City Zoning Ordinance and New York State fire safety regulations; makes compliance determinations and issues Zoning Compliance Letters;

Reviews and manages applications to the Board of Zoning Appeals; resolves application issues; determines property's existing and proposed deviations from zoning requirements, writes legal notices and writes official result letters documenting the findings and decisions for each appeal heard by the Board of Zoning Appeals;

Works with applicants for variances or appeals and guides them in preparing applications to the Board of Zoning Appeals;

Acts as the Recording Secretary to the Board of Zoning Appeals, records and maintains hearing minutes, accepts and enters exhibits, monitors time allotments;

Provides professional and technical advice and guidance to the Board of Zoning Appeals;

Issues violation letters to owners whose property is in violation of the City's Zoning Ordinance;

Assists in preparing cases for prosecution and appears in court as necessary;

Maintains zoning and planning records and makes reports of zoning and planning activities;

Manages, develops, updates and oversees property management database;

Trains staff in use of database;

Supervises staff involved in maintaining property management database.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the City of Ithaca Zoning Ordinance, related land use laws, and the City's Comprehensive Plan; thorough knowledge of the purposes, principles, practices and terminology of zoning and land use regulations, including an understanding of their legal basis; thorough knowledge of the procedures used by the City of Ithaca Board of Zoning Appeals; good knowledge of database and software management techniques; ability to understand and explain provisions of the zoning ordinance in clear, non-technical terms; ability to read and interpret building plans and specifications, construction drawings and site surveys; ability to read, understand and interpret complex written material, including codes, ordinances and case law; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Urban or Regional Planning, Architecture, Urban Geography, Urban Policy, Engineering, Construction Management, Public Administration or a closely related field with similar course curriculum and five (5) years of full-time paid experience, or its part-time paid equivalent, in municipal code enforcement, municipal, community or regional planning, or architectural design; or
- B. Possession of a Bachelor's Degree and seven (7) years of full-time paid experience, or its part-time paid equivalent, in municipal code enforcement, municipal, community or regional planning, or architectural design.

Substitutions: A Master's Degree in Urban or Regional Planning, Architecture, Urban Geography, Urban Policy, Engineering, Construction Management, Public Administration or a closely related field with similar course curriculum may be substituted for two (2) years of the required work experience.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.