



## **Zoning Coordinator and Permit Technician**

**PZ/12**  
**GRADE 16/NON-EXEMPT**

### **JOB SUMMARY**

This position provides technical support for the zoning application process and the processing of permits; assists public in any zoning questions, concerns or other matters.

### **MAJOR DUTIES**

- Answers telephone and greets visitors; provides information and assistance regarding zoning matters and permits; resolves issues and concerns and forwards to appropriate personnel as needed.
- Receives and processes building, manufactured homes, electrical, plumbing, and HVAC permits.
- Accepts and reviews applications for zoning, land use amendments, conditional use, variances, appeals and special exceptions; compiles related maps and data.
- Prepares legal advertisements; send notices to adjoining property owners; prepares signs for display on property in question.
- Prepares zoning case reports for the Board of Commissioners and Tax Assessor's Office.
- Assists in the interpretation of zoning maps, plats, deeds and zoning ordinances, researches property in the tax digest.
- Collects payment for fees; issues receipts; balances cash receipts; makes weekly bank deposits; maintains related documentation.
- Provides administrative and clerical support for the Planning and Zoning Commission Board and the Board of Zoning Appeals; compiles data for agenda, public hearing notices and staff reports; prepares resolutions for rezoning, conditional use, variances and appeals; prepares public notices for board hearings. Attends meetings and records minutes; notifies applicants of Board decisions.
- Assists in interpreting zoning maps, and use maps and related information, researches property information in the tax digest.
- Reviews and approves plats for zoning requirements.
- Provide monthly agenda and case updates for the county website.

- Interprets county zoning ordinances and land use.
- Verifies and maintains addresses for the E911 system. Notifies GIS, Sumter County Tax Assessors and Voter Registration of new or updated addresses.
- Verifies affidavits, elevation certificates and contractor licenses.
- Maintains department files and records.
- Composes and prepares correspondence.
- Maintains office supply inventory; makes purchases as needed.
- Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of county and departmental policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of records management principles.
- Knowledge of public meeting laws.
- Knowledge of permit fee structures.
- Skill in prioritizing and organizing work.
- Skill in the provision of customer services.
- Skill in the maintenance of files and records.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

This position is under the direct supervision of the Fire Chief. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include the land development ordinance, subdivision regulations, zoning and land development laws, fee guidelines, county and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to coordinate the processing of zoning applications and provide technical support for the permit review process. Successful performance contributes to efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with coworkers, other county employees, developers, engineers, architects, contractors, attorneys, real estate professionals, and the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending or crouching. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.