

**DEPARTMENT:** ALL TOWNS & VILLAGES  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** MARCH 5, 2012

**ZONING OFFICER-PART TIME**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for enforcing and securing compliance with the Town or Village zoning ordinance provisions in municipalities where the building inspector does not cover zoning ordinances. The work is performed under the general direction of the Town or Village Board or Building Inspector with leeway for some independent judgment in the interpretation of the law. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Inspects new construction for compliance with the law;
2. Explains the requirements of the zoning ordinance to contractors and the general public;
3. Check plans and specifications submitted by builders or owners and issue permits for construction and alteration;
4. Investigates complaints of violations;
5. Sends notices of violations and follows through on compliance with notices;
6. Makes reports to Zoning Board on inspections made and permits issued;
7. Attends meetings as directed by the Town or Village Board.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the local zoning ordinance; ability to explain the provisions of the code in clear, non-technical terms; ability to read and interpret building plans and specifications; ability to establish and maintain cooperative working relationships with other public officials, contractors and the general public; firmness with courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma **and** two (2) years of paid responsible experience in one of the building construction trades.

**NOTE:** Verifiable part-time experience will be pro-rated to meet the experience requirements.

Non-competitive approved by State CSC 12/17/2001 for villages with population less than 5,000.