



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Zoning Official  
**Department:** Building & Zoning  
**Classification:** 1123  
**Pay grade:** 31E  
**FLSA:** Exempt

**Prepared Date:** 5/08  
**Approved By:** Edward Weller  
**Approved By:** Marjorie H. Adler

### **Summary**

Supervisory and administrative work in the Building and Zoning Department.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Manages the administrative, technical and field inspection activities of the Zoning Division. Supervises field inspections of zoning staff to ensure compliance with all minimum housing, zoning and City ordinances.

Coordinates the administrative requirements of the Code Enforcement Board, Board of Adjustment, Board of Architects and Civil Citation appeals programs. Acts as liaison to City officials, enforcement authorities, property owners, architects and attorneys regarding the activities of these programs. Meets regularly with the City Attorney's office during negotiations, settlements of fines and court related activities.

Develops and maintains policies and procedures related to the enforcement of all applicable laws, ordinances and regulations, zoning code changes and training programs.

Studies existing zoning and City ordinances, proposes changes, develops revisions; represents the Department before the City Commission as required; revises procedures, forms, etc. as may be required.

Reviews and analyzes plans to determine compliance with municipal ordinances; explains zoning and Board of Architects regulations to developers, architects, contractors and property owners; provides direction to staff regarding zoning interpretations, procedures and Board of Adjustment applications.

Oversees the activities of Zoning Division, Code Enforcement Division, Board of Architect Division, and Concurrency; as well as the review of site plans and applications for zoning permits and other certificates required by the zoning code.

Responds to correspondence and memos from the public and other City departments. Prepares various reports.

Trains and develops new staff members in departmental policies and procedures.

Assists in the development and administration of the department's annual budget.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of Coral Gables Zoning Code, City Codes and City Ordinances pertaining to Zoning. Knowledge of laws, rules, and regulations and procedures governing zoning practices. Knowledge of public administration, including personnel management, supervision, municipal budgeting and office procedures. Knowledge of research methods and of the sources and availability of information relating to municipal law. Knowledge of computer related terminology and of data processing equipment capabilities and limitations. Ability to read and analyze construction or development plans. Ability to analyze administrative problems and recommend solutions. Ability to conduct research, develop work procedures and prepare reports. Ability to supervise, train and evaluate the performance of subordinates. Ability to interpret and explain technical policies and procedures. Ability to communicate effectively and maintain effective working relationships with other employees, City officials and the general public. Skills in oral and written communication.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines.

Work is predominately indoors within a usually quiet to moderately noisy environment. Must be able to lift, carry and or push articles weighing up to 25 lbs. May need to go to the field to perform inspections, supervise field staff all at the Zoning Official discretion. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, electrical hazards, noise, heights and dust are common. Must have the physical ability to enter into and inspect hazardous locations, climb stairs, reach above and below shoulders, walk and bend.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Bachelor's degree in business administration, public administration, urban development, or other related fields.

Three years of administrative and supervisory experience in Code Enforcement and Zoning functions.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Ability to supervise the work of others in a manner conducive to full performance and high morale.

Valid Florida Driver's License