

## **ZONING ADMINISTRATOR**

This role is a salary position with the Town of Poughkeepsie. Candidates are encouraged to have managerial experience as well, as the role is classified as a Department Head and oversees other employees, departmental budgets, projects, etc.

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for administering the provisions of the zoning ordinances and issuing land use permits, sign permits and special permits in a municipality. The work involves the checking of applications and the inspection of sites for which permits have been issued for compliance with the zoning ordinances. This class differs from the Building Inspector series by insuring compliance only to zoning ordinances. Work is performed under the general supervision of a governing board or a municipal administrator of higher rank. Supervision may be exercised over deputies and a small number of technical and clerical assistants.

### **TYPICAL WORK ACTIVITIES:**

1. Issues sign, special and land use permits;
2. Checks permit applications for compliance with zoning ordinances, including size requirements for land and size restrictions for signs and buildings;
3. Checks plot plans with the Building Inspector for lot size and where the building will be located;
4. Determines need for possible zoning variances and makes recommendations to the appropriate governing board;
5. Investigates complaints of zoning violations; issues orders to remedy violations and summonses when violations are not remedied;
6. Explains the requirements of the zoning ordinances to contractors and the general public;
7. Checks on reports of illegal dumping, junk cars and abandoned cars;
8. Maintains records of acts and decisions;
9. May attend regular and special session meetings of the governing board controlling zoning;
10. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of the provisions of the local zoning ordinance; thorough knowledge of the concepts of zoning and land usage; ability to read and interpret site plans, specifications and maps; ability to establish and maintain cooperative relationships with building contractors and the general public; firmness with courtesy; honesty; tact; good judgment; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**EITHER:** (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Engineering, Building Science or Planning;

**OR:** (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time work experience in zoning administration, inspection work concerning buildings, contracting or a related field that involved substantial contact with the concepts of zoning administration;

**OR:** (C) An equivalent combination of the training and experience as indicated in (A) and (B) above. NOTE: Full-time work experience in zoning administration, inspection work concerning buildings, contracting or related field that involved substantial contact with the concepts of zoning administration may be substituted for the formal education requirement listed above on a year-for-year basis.

**NOTE:** Full-time work experience in zoning administration, inspection work concerning buildings, contracting or related field that involved substantial contact with the concepts of zoning administration may be substituted for the formal education requirement listed above on a year-for-year basis.

**\*\*\*Applications will be accepted through Friday, June 12, 2020. All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab\*\*\*\***

**Town of Poughkeepsie  
One Overocker Road, Poughkeepsie, NY 12603  
Phone: 845-485-3609**

**Website: [http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)  
An EEO/AA Employer**

Job Type: Full-time  
Salary: \$26.44 /hour