

PLANNING AND ZONING DIRECTOR/ BUILDING INSPECTOR

Town of Springerville

Planning and Zoning Department

POSITION SUMMARY

This position reports directly to the Town Manager. Responsibilities include the overall program development, implementation, operation, monitoring, and evaluation of all programs of the Planning and Zoning Department. He or she is responsible for administration of the department and makes recommendations to the Town Manager, Town Council and Planning and Zoning Commission in conjunction with the Town of Springerville Municipal Code and policies related to businesses, permits, development, and code enforcement. The Director shall enforce the laws governing the zoning and building ordinances, serve as the code enforcement official, and accomplish all administrative actions required by the ordinance. This position is exempt under FLSA.

ESSENTIAL FUNCTIONS

- Receives administrative direction from the Town Manager or his/her designee.
- Actively enforce the zoning code by following up on all complaints and initiating complaints against properties out of compliance with the zoning code;
- Meets with the public to discuss Planning and Zoning policies, practices, town code and problems;
- Review and process all applications for conditional use permits, zoning amendments, variances, building permits, peddler permits, and sign permits;
- Review and process all building permits and inspections to comply with local, state, and international building codes;
- Serves as the Plan Review Administrator and the Building Inspector;
- Assures enforcement of Federal, state, local, Town and other applicable environmental and safety statutes, ordinances and codes.
- Prepare agendas and minutes for Zoning Commission and ensure compliance with open meeting laws;
- Attend all Planning and Zoning Commission meetings and keep records of all proceedings of these meetings;
- Provide training for the planning and zoning commissioners;
- Maintain property files;
- Assist in preparation of departmental budget;
- Provide monthly staff reports for Council Meetings;
- Utilizes excellent customer service skills, establishes and maintains effective working relationship with other employees, officials and all members of the general public;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

ADDITIONAL FUNCTIONS

- Assists with other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

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CERTIFICATIONS

- Valid Arizona Driver's License.
- Building inspection certificates preferred or obtainable within 12 months of hire

POSITION REQUIREMENTS

Personal Relations: Must have good written and oral communications skills especially when working with socially, economically and culturally diverse clients, employees, trainees, and volunteers. Often involved in community activities. Must be able to develop good working relationships with federal, state, county, and local government.

Experience: Minimum of four (4) years' experience in planning and development programs, including one (1) year of supervisory experience

Education: Equivalent of Bachelor's Degree from an accredited college or university public administration, business management, engineering, or related field and substantial high-level professional experience in public works, utilities, engineering or any combination of experience, education or training that demonstrates leadership competencies necessary to fulfill the job requirements.

Technical Skills: Analyze complex administrative problems and develop appropriate solutions. Plan, initiate and manage projects from beginning to end. Perform research, evaluate facts and evidence, drawing logical conclusions and making proper recommendations. Ability to develop and interpret program regulations and procedures, reports, records and forms as required. Develop and maintain effective working relationships with Town staff, elected officials, community members, various external organizations and individuals and the general public. Ability to communicate effectively both verbally and in writing is required. Must make decisions, maintain composure and work effectively under stressful conditions. Public records and records management. Ability to maintain strict confidentiality. Applications of various software applications.

Working Conditions: Subject to be on call at times and must be able to travel in response to emergencies, Town issues, or Town needs.

Physical Requirements: Limited physical activity is required to perform the daily duties of this position. Required to independently drive a motor vehicle for long periods of time outside the community when acquiring contract information, attending meetings and for training. Requires close vision, peripheral vision and the ability to adjust focus. Regularly required to talk or hear. Frequently required to stand, walk, sit, use hands and fingers, handle or feel objects, tools, or controls and to reach with hands and arms. The employee in this position must regularly lift and/or move up to 50 pounds.

This description is not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.

This job description last updated July 2021