

## Zoning Enforcement Officer/Zoning Administrator Job Description

*Agency of Department: Town of Rhinebeck Zoning Office*

*Number of Hours in Work week: 40      Number of Positions Requested: 1*

### Description of Duties:

1. Review all applications for Special Use Permits (SUPs), site plan approval, for compliance with the area, bulk and use regulations in Chapter 125, Zoning, of the Town of Rhinebeck Code.
2. Review all building permit applications for compliance with the area, bulk and use regulations in Chapter 125 of the Town Code.
3. Identify Area and Use Variances required to bring applications for SUPs, site plans and building permits into compliance with Chapter 125 of the Town Code.
4. Upon completion of projects having approved SUPs, site plans and/or residential and commercial developments, issue a certificate of use if all conditions of approval required by the Planning Board have been met.
5. Issue Stop Work Orders (SWO), notices of apparent violations, violations and/or orders of compliance for violations of Chapter 125 of the Town Code.
6. Review and investigate complaints citing violations of Chapter 125 of the Town Code.
7. Issue orders pursuant to Article X, Section 125-119, enforcement; penalties for offenses, in Chapter 125 of the Town Code.
8. Maintain records relative to the performance of the duties of the Zoning Administrator.
9. Collect fees set by the Town Board.
10. Pursue administrative and criminal enforcement action and proceedings and/or criminal proceedings to enforce the provisions of Chapter 125 of the Town Code.
11. In consultation with a Town Attorney, pursue such legal actions and proceedings as may be necessary to enforce the provisions of Chapter 125 of the Town Code.
12. Issue Sign Permits with the approval of the Planning Board.
13. Exercise all other powers and fulfill all other duties conferred upon the Zoning Administrator by Chapter 125 of the Town Code.
14. Is responsible for interpreting the provisions and regulations in Chapter 125 of the Town Code to applicants and the general public.

*Name(s) and title(s) of individuals supervising this position, along with the nature of supervision:*

Elizabeth Spinzia, Town Supervisor. Personnel Manager.

*Name(s) and title(s) of individuals supervised by this position, along with the nature of supervision:*

None.

*What minimum qualifications do you think should be required of a candidate applying for this position?*

A thorough knowledge of the concepts of zoning and land use; the ability to read and interpret site plans, specifications and maps; ability to establish and maintain cooperative relationships with both professionals and the general public; ability to work efficiently in providing documentation required to move applications expeditiously through the permit review and approval processes.

EDUCATION: High School graduation; College-Years 4.

EXPERIENCE: Either professional or volunteer work with a Planning Board, Zoning Board of Appeals, CAC/CAB for at least three years. Professional or volunteer work with an organization involved in land use planning such as land trusts, comprehensive plan development, or work as a Zoning Administrator/Zoning Enforcement Officer.