

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5209 **TITLE:** ASSISTANT ZONING ADMINSTRATOR **GRADE:** S-32

DEFINITION:

Under direction, assists the Zoning Administrator in managing and overseeing the Zoning Administration Division; directs and oversees multiple branches of the division OR directs and oversees the Zoning Enforcement Branch; acts for Zoning Administrator in his/her absence; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Assistant Zoning Administrator is distinguished from the Zoning Administrator in that the Assistant Zoning Administrator assists the Zoning Administrator in managing the entire scope of the Zoning Administration Division and oversees multiple branches or the Zoning Enforcement Branch (largest branch within Department of Planning and Zoning /Zoning Administration Division) whereas the Zoning Administrator has ultimate accountability for the entire Zoning Administration Division.

The Assistant Zoning Administrator is distinguished from the Planner IV in that the Assistant Zoning Administrator assists the Zoning Administrator in managing the Zoning Administration Division and oversees multiple branches or the largest division within the Zoning Administration Division whereas the Planner IV serves as a Branch Chief.

ILLUSTRATIVE DUTIES:

Oversees and manages the operations of multiple functional areas of the Zoning Administration Division;

Oversees and manages the Zoning Enforcement Branch;

Serves as the County Property Maintenance Official;

Maintains positive working relationships with Department and County leadership and the public;

Serves as a key member of both the Zoning Administration Division management team and may serve on Department of Planning and Zoning management teams;

Acts for the Zoning Administrator in his/ her absence;

Responds to crises in assigned functional areas;

Assist the Zoning Administrator in developing goals, strategies and a work culture for the Division;

Assists in the oversight of the operational and fiscal performance of the Division;

Develops the Division's Annual Budget, Quarterly Reports and signs off on purchasing requests;

Responsible for general personnel issues of the area assigned, including work force planning and employee relations issues, and provides performance evaluations on assigned staff;

Leads the Strategic Planning efforts for the Division and responds to related Senior Management issues and questions;

Works on Special Projects and Committees (e.g. information technology related) – directly related to the assigned functional areas;

Provides guidance/ counsel to Zoning Administration Division management on personal development issues;
Fosters an environment that embraces principles of high performance organizational development and service;
Works collaboratively with community and industry groups to improve their understanding of related issues (e.g. zoning enforcement and property maintenance issues);
Prepares and/ or reviews/approves correspondence to the Board of Supervisors, County agencies, citizens and developers;
Reviews, analyzes and evaluates management policies and programs for the Division;
Oversees preparation of organizational analyses for the Division and performance measurement studies;
Oversees Department effort for related multi-agency projects, such as the Community Neighborhood programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the Zoning Ordinance, the adopted Comprehensive Plan and County policies and procedures as they relate to planning and zoning applications;
Thorough knowledge of the theories, principles and practices of urban planning and zoning;
Thorough knowledge of the principles of personnel management and supervision;
Ability to write, proofread, edit, and rewrite documents effectively and to critique and edit the work of others in the series;
Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;
Ability to supervise and coordinate the work of assigned staff, including making equitable assignments and assuring that deadlines are met;
Ability to identify process/ programmatic problems, to envision and propose effective solutions, and to apply consistently sound judgment in a variety of situations;
Ability to establish and maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizen groups;
Ability to apply principles of leadership, creative problem solving, collaboration, decision making, and team building;
Ability to communicate effectively, both orally and in writing;
Ability to communicate Division's mission, goals, and values to staff, elected officials, and citizens.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited four-year college or university in a planning-related field; PLUS
Five years of increasingly responsible experience in a zoning administration organization, which includes responsibility for zoning enforcement, zoning ordinance administration, and or zoning permit review.

A Masters degree may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED/RETITLED: May 10, 2006
ESTABLISHED: December 12, 2005