

ZONING COORDINATOR
(CITY OF PEEKSKILL)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Planning and Development or other higher level technical employee, an incumbent of this position is responsible for the receipt and initial review of zoning/planning applications and the coordination of the review process for each application. The incumbent may perform general inspection of properties relative to each application and assess the aesthetic impact of proposals. This position differs from Zoning Inspector in that it does not perform site plan reviews, nor is it charged with any enforcement powers. The incumbent has a great deal of contact with the public and acts as a liaison between various Boards and Commissioners involved in the application review/approval process. Supervision is not normally an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Receives and reviews zoning/planning applications to ensure completeness of information and documentation;

Explains zoning ordinances to the public (contractors, owners, architects, etc.) and provides information regarding application procedures, by telephone or in person;

Coordinates application review and approval procedures with various Boards, Commissions and departments (i.e.; Zoning Board of Appeals, Planning Board, Architectural Review Board, Legal Department, Building Department, Assessor's Office);

Prepares correspondence to applicants regarding signage requirements, mailing of legal notices and items required for review at public hearings;

Prepares legal notices and prepares agendas and information packages for various Board members;

Attends meetings and records official minutes; prepares and files minutes for approval;

Duplicates meeting agenda and staff reports for City officials and department heads;

Prepares staff reports relative to each zoning applications;

Maintains records, indexes and files of applications and disposition of each application;

Responds to inquires from residents and applicants related to, but not limited to development projects and property ownership;

Collects fees for applications, as required.

May make on site inspection of property and reviews for improvements, landscaping, repairs or replacement, painting or other improvements which may upgrade property and makes appropriate recommendations in staff report;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, and e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of zoning principles, practices and local regulations; ability to maintain records and prepare written and oral reports; ability to establish and maintain cooperative relationships with public officials, contractors, owners, architects and the general public; ability to manipulate an alphanumeric keyboard, familiarity with automated systems in the production of reports, etc.; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; courtesy; initiative; resourcefulness; good powers of observation; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of general office/clerical experience, including or supplemented by one (1) year of staff experience†.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four (4) years of the general office/clerical experience. There is no substitution for the one (1) year of staff experience.

†Definition: Staff experience consists of those functions which are generally support or back-up functions to higher level administrators.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level as stated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.