



CITY OF MESA
invites applications for the position of:
Zoning Administrator

SALARY: \$72,640.43 - \$102,523.20 Annually

OPENING DATE: 02/17/17

CLOSING DATE: Open until filled

DESCRIPTION/DUTIES:

The Zoning Administrator performs administrative and advanced professional planning work in overseeing the operation of the Zoning Administration Section of the Planning Division. Responsibilities include: developing and implementing policies and procedures relevant to the administration of the City's zoning administration program; reviewing and revising applicable codes, policies, and ordinances for implementation of plan goals, objectives and policies as needed or as directed by the City Manager's Office or the City Council; and, participating in the management of the Planning division as it relates to the land development process within the City and with various stakeholder groups.

The position is responsible for overseeing all activities relating to the Board of Adjustment and providing staff and citizens with documented interpretations of the Zoning Ordinance. The Zoning Administrator also serves as a hearing officer in conducting public hearings and deciding cases involving requests for zoning variances, special use permits, and interpretations of the Mesa City Code, and other matters as designated by the City Manager or City Council.

The incumbent is expected to exercise initiative and considerable professional judgment, discretion, and independence of actions in accomplishing assigned tasks. Work requires a high degree of written and oral communication skills, and the ability to work effectively with City staff, citizen boards, and the public.

The employee supervises one or more professional and support staff members within the adopted organizational structure. This class performs related duties as required.

By code, the Zoning Administrator is designated by the Department Director and serves under the general direction of the Planning Director, who reviews work through meetings, conferences, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS & REQUIREMENTS:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Urban Planning, or closely related field. Extensive (5+ years) professional planning experience including good (1 - 3 years) supervisory experience.

Special Requirement. Must possess a valid Arizona Driver's License by hire date.

Preferred/Desirable Qualifications. Experience including working with processes associated with publishing and posting legal notices, interpretations of zoning codes, maps, drafting and applying the Zoning Code requirements as they relate to the overall land and infrastructure development standards. Graduation from an accredited college or university with a Master's Degree in Urban Planning or closely related field, and certification by the American Institute of Certified Planners is highly desirable.

LINK TO JOB DESCRIPTION:

<http://apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs5236.pdf>