

Zoning Officer (Part-time) Tompkins County

Department: Various towns and villages throughout the jurisdiction

Classification: Non-competitive for part-time (50% or less) town and village positions only. Competitive for all others.

Approved: 05/78

Revised: 10/88; 04/15

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from a senior high school or possession of a high school equivalency diploma.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

The applicant must possess a valid New York State Drivers license at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves the inspection of construction and building use for compliance with the local zoning ordinance. The employee will make inspections of construction for compliance with the local zoning ordinance. The work is routine and is performed independently of immediate supervision. The work is performed under general policy of the appropriate municipal board. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Interprets the zoning ordinance and issues building permits and certificates of occupancy for buildings that comply with the zoning ordinance;
- Inspects building use for compliance with zoning ordinance;
- Explains and interprets the requirements of the municipal zoning law to contractors and the general public;
- Inspects construction for compliance with zoning ordinance;
- Supervises the inspection of septic tanks and laterals during construction to assure proper installation;
- Supervises the inspection of multiple residences to ensure compliance with the Multiple Residence Law and local licensing ordinances;
- May enforce related town or village ordinances.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the local zoning ordinance;
- Good knowledge of methods and procedures of installation of septic tanks and laterals;
- Good knowledge of the provisions of the Multiple Residence Laws;
- Ability to establish and maintain cooperative relations with the public, contractors and public officials; Ability to read plans and specifications;
- Courtesy, firmness, tact, good judgment and good powers of observation are all required personal characteristics.
- The employee's physical and mental condition shall be commensurate with the demands of the position.

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