



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Zoning Enforcement Officer, PT**
Jurisdictional Class: Non-Competitive
Civil Division: Towns
Adoption: CSM 7/12/89
Revised: CSM 6/16/99, 12/13/06, 8/10/16

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a town or village and involves responsibility for the administration and enforcement of the municipal zoning ordinance and other applicable laws, statutes, ordinances, codes, rules, and regulations related to the use, development, and construction of land, property, and buildings within the municipality. Additionally, the duties involve investigation for answering of complaints, determinations of violations, and processing of applications for zoning change. The work is performed under general supervision of the Town or Village Board with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews building permit applications for compliance with zoning and other applicable laws and issues permit, if approved;
Prepares findings and reports and takes appropriate action regarding such applications;
Reviews applications for zoning changes, variances, special permits, and prepares reports for the Planning Committee and/or Zoning Board of Appeals;
Inspects new construction or property sites for compliance with the zoning law;
Collects building permit fees;
Responds to complaints and referrals, prepares notices of zoning violations, orders corrective action, and advises violators of required procedures;
Performs surveys and keeps records of zoning, land use, etc., relevant to the Planning Committee, Zoning Board of Appeals, and other officials;
Explains zoning ordinances, codes, and regulations to applicants, contractors, and the public;
Informs the local legislative body of persons failing to comply with local ordinances to facilitate legal action where needed;
Prepares a variety of records and reports related to the work;
May review applications for swimming pool permits based on lot size, setback, and fence erection;
May issue special and going-out-of-business permits requiring boarding of premises or inventory inspection.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of local zoning ordinance and related laws;
Working knowledge of land use and development principles and practices;
Ability to understand and explain provisions of the zoning ordinances in clear, non-technical terms;
Ability to prepare records and reports;
Ability to establish and maintain cooperative working relationships with public officials, contractors, and the general public;
Tact and courtesy;
Good powers of observation;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Three (3) years of experience in building and/or housing construction, land development, or closely related activities; OR
- (B) Two (2) years of documented educational training in building construction, land development, or closely related activities; OR
- (C) One (1) year of experience as a municipal building, housing, or zoning inspector; OR
- (D) Appropriate certification or coursework by NYS Division of Code Enforcement to fill the position;
OR
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C), or (D) above.