

**OPEN TO ALL QUALIFIED APPLICANTS
ZONING CODE OFFICER 1
NEIGHBORHOOD PRESERVATION AND INSPECTION DIVISION**

NO CITY OF MADISON RESIDENCY IS REQUIRED FOR THIS POSITION

SALARY: \$3,535.00 monthly

GENERAL RESPONSIBILITIES: This is responsible work involving the interpretation and enforcement of the City's zoning and street graphics ordinances and related regulations in the Inspection Unit of the Department of Planning and Development. The work involves performing counter work relative to the review and approval of various types of zoning, variance and sign permit applications and performing field work involving the investigation of zoning or sign complaints, the final field inspection for certain types of permits, and other special project inspections. Provide standardized zoning information to property owners, developers, and the general public and may fill in for the other type of work in times of short staffing. The work is performed independently, under the general supervision of the Zoning Administrator, with complex or highly discretionary issues being referred to the Assistant to the Zoning Administrator or the Zoning Administrator for final resolution or interpretation.

EXAMPLES OF DUTIES AND RESPONSIBILITIES: Investigate zoning complaints from citizens regarding inoperable cars, parking, occupancy and sign violations and other zoning or signage related complaints, i.e., home occupations and home businesses. Conduct programmed conditional use and parking lot inspections and other zoning inspections as authorized by the Zoning Administrator. Inform property owners and builders of zoning code regulations by e-mail, telephone and at the public counter as requested. Respond to questions regarding floodplains and zoning of property. Respond to inquiries on lot lines and permitted location of buildings, swimming pools, sheds, etc. in regard to those lot lines. Inform sign erectors and the general public regarding Chapter 31 of the Madison General Ordinances on Street Graphics. Maintain accurate records and files of inspections and write correction notices as applicable. Forward all non-compliance cases to the City Attorney. Prepare for and attend pretrial meetings with the City Attorney regarding potential fines for non-compliance cases and appear in court as witness for zoning non-compliance. Attend seminars and related training sessions as required. Perform related work as required.

MINIMUM QUALIFICATIONS REQUIRED AT TIME OF APPLICATION

KNOWLEDGES, SKILLS AND ABILITIES: Some knowledge of the City's planning processes, the zoning and street graphics ordinances, and related administrative review and inspection procedures and requirements. Some knowledge of basic building construction principle and practices. Ability to interpret, apply, and explain zoning and sign ordinances and other related regulations and requirements. Ability to review plans and applications for accuracy and compliance with regulations. Ability to perform field inspections and identify code violations. Ability to communicate effectively both orally and in writing. Ability to develop and maintain effective working relationships with the general public, developers, and City staff. Ability to exercise tact and judgment in a code enforcement capacity and to offer feasible alternatives. Ability to maintain accurate records and prepare technically correct violation notices. Ability to maintain adequate attendance

TRAINING AND EXPERIENCE: One year of related code enforcement or planning work involving some zoning ordinance administration. Such experience would normally be gained after graduation from high school or equivalent and completion of at least two years of college level coursework in urban planning, architecture, real estate, or a related field. Related experience may be substituted for college coursework on a year for year basis. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills and abilities necessary to perform the duties of this position will also be considered.

NECESSARY SPECIAL QUALIFICATIONS: This position requires possession of a valid Driver's License. You are required to complete the form entitled DRIVING SUPPLEMENTAL APPLICATION FOR CITY OF MADISON POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE (CDL) AND/OR DRIVER'S LICENSE.

APPLICATIONS: Are available at the City Human Resources Department, 210 Martin Luther King, Jr. Blvd., Room 501, Madison, WI 53703; (608) 266-6500; FAX (608) 267-1115; TTY/Textnet (866) 704-2340; www.cityofmadison.com/employment/employmentListings.cfm. Resumés received without formal application will not be considered. Applications will be accepted until 4:30 p.m. on February 15, 2008.

Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal law. Persons needing assistance with examinations should contact the City of Madison Occupational Accommodations Specialist at (608) 267-1156.

REPRESENTATION: Local 60

CERT 2008040.DOC; JFC 3D; COMP GROUP 16; RANGE 13; PCN 4125; DEPT #28; 01/23/2008; JH:13

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF MADISON WILL HIRE ONLY UNITED STATES CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. ALL APPLICANTS OFFERED A CITY OF MADISON POSITION WILL BE REQUIRED TO PERSONALLY PRESENT DOCUMENTATION, BOTH TO IDENTIFY THEMSELVES AND TO PROVE THAT THEY ARE ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES (NOTE - THIS ALSO APPLIES TO U.S. CITIZENS). THIS MUST BE DONE BEFORE EMPLOYMENT BEGINS. FURTHER INFORMATION CAN BE OBTAINED FROM THE HUMAN RESOURCES DEPARTMENT. THIS INFORMATION WILL BE KEPT CONFIDENTIALLY, IN A SEPARATE FILE, IN THE HUMAN RESOURCES DEPARTMENT.