



**City of South Bend**

**Vacancy Announcement**

**Post Date: Thursday, May 16, 2019**

**Closing Date: Until filled**

## **ZONING SPECIALIST**

**Category:** Full Time  
**Department:** Community Investment  
**Reports To:** Director of Planning  
**Schedule:** Monday-Friday, 8:00 am-5:00 am; schedule is subject to vary, including evenings and weekends depending on departmental needs.  
**Pay Rate:** \$49,500-\$57,000/yr. (Exempt)  
**Position:** **SUMMARY**

The Zoning Specialist (ZS) assists the Zoning Administrator in administering, regulating, monitoring, and enforcing land use ordinances, including the zoning ordinance. The ZS makes recommendations to the South Bend Plan Commission and the South Bend Board of Zoning Appeals.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Advises Plan Commission and Board of Zoning Appeals by explaining policies, procedures, objectives, and actions on specific cases according to legal requirements. Responds to inquiries, provides technical assistance, and assists in the preparation and distribution of minutes, agenda, meeting notices, related documents, and reports as required
- Interprets and applies knowledge of zoning regulations and comprehensive plan to applications, such as rezoning, variances, special exceptions, improvement location permits, and appeals
- Assists in preparation of zoning certifications and permits, including researching computer records, codes, and maps, reviewing documentation, inspecting sites as needed, and explaining procedures and legal requirements
- Reviews land development and subdivision proposals for compliance with land use ordinances
- Analyzes sign permits against applicable development regulations
- Responds to inquiries and investigates formal complaints of non-compliance with land use codes, including reviewing site plans, making on-site visits, measuring setbacks, calculating areas, ensuring compliance with ordinances, researching computer and printed records, and explaining procedures and legal requirements
- Represents Plan Commission at various meetings and serves as a commission liaison to related agencies, including Building Department, Business Development, Public Works, Fire Department, and Police Department and those at other levels of government
- Periodically reviews ordinances for possible amendments as needed
- Conducts special projects and studies as needed
- Schedules and attends meetings and hearings, including those outside of normal working hours
- Maintains organized current and permanent records of minutes, zoning ordinances, maps, amendments, variances, appeals, permits, applications, and other files for public access

- Assists property owners, developers, neighborhood organizations and the general public as needed to answer questions on zoning and subdivisions, assist in the completion of forms/applications, and resolve problems
- Develops and maintains public information, including website, to inform individuals, developers, and the media of regulations and processes
- Maintains current knowledge of land use regulations and issues by reading professional publications and occasionally attending training seminars and conferences to integrate ideas and concepts into planning activities

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Additional responsibilities as requested or assigned.

#### **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION & EXPERIENCE**

- Bachelor's degree in urban planning, urban design or related field
- Two years experience in zoning and land use planning a plus, AICP a plus

#### **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Must have or be able to obtain an excellent understanding of the South Bend Zoning Ordinance.
- Ability to read, interpret, and explain zoning and subdivision ordinances, property legal descriptions, plat maps, floodplain maps, and aerial photos
- Thorough knowledge of and ability to make practical application of ordinances, policies and procedures, subdivision control, land development, and urban design
- Ability to interact with a highly charged public environment.
- Ability to interact with Attorneys, Architects, Engineers and the public.
- Ability to effectively manage the work day, multiple projects and deadlines, and be attuned to the importance of the attention to detail.
- Must be self-motivated, pleasant, professional demeanor and ability to work with contractors, developers, and property owners
- Working knowledge of standard English grammar, spelling, and punctuation, and the ability to prepare detailed reports, public presentations, and clear written correspondence.
- Must be able to lead and achieve goals set by department concerning budgeting, tracking and management.
- Must have upper level experience with Excel, Word, and Outlook and a working knowledge of GIS.
- Working Knowledge of Adobe InDesign and Illustrator preferred.

#### **CERTIFICATES, LICENSE, REGISTRATION**

- Valid driver's license required.

#### **EQUIPMENT**

Desktop Computer, Laptop Computer; Telephone, Automobile, Copy Machine, Digital Camera, and Associated Software

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in both office and field settings, with moderate inside temperatures and outside in all types of weather. The noise level in the work environment is usually quiet to moderate in the office and loud in the field. Entire office is smoke free.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions can be submitted online at <https://southbend.in.gov/employment> or at the application kiosks: 12<sup>th</sup> floor of the County-City Building (227 W. Jefferson Blvd.); Martin Luther King Jr. Recreation Center (1522 W. Linden); or O'Brien Fitness Center (321 E. Walter St.).

**Pre-Employment Drug Screen Required**