



Office of Human Resources
Technical Director Board of Adjustment-Zoning - BA1124
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General Statement of Duties

Directs and administers the activities of the technical support staff of the Board of Adjustment for Zoning Appeals.

Distinguishing Characteristics

Technical Director of the Board of Adjustment Zoning performs supervisory duties over the technical support staff of the Board of Adjustment for Zoning Appeals. It is distinguished from Operational Supervisor I that performs supervisory duties over administrative, paraprofessional, and/or technical staff and supports professional and/or higher level supervisors/managers through the application of the principles of a particular discipline, profession, and/or field of study in order to accomplish the operational goals of the assigned area(s). This class is also Distinguished from Operational Supervisor II that performs second level supervisory work over a section(s) through subordinate supervisors of administrative, paraprofessional, and/or technical staff, provides leadership, direction, and long range and short term planning, and directs operational policy development and performance criteria for the assigned area(s) in conjunction with departmental plans and goals.

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Essential Duties

Plans, schedules, coordinates, and assigns work and establishes goals and priorities for support staff involved in technical functions of the Board of Adjustment of Zoning Appeals.

Implements and interprets policies and procedures developed by higher level managers. Develops, recommends and coordinates the implementation of new procedures for the assigned function.

Provides technical assistance to Board during public judicial review meetings.

Prepares case files for zoning appeals, keeps official records of the hearings, presents exhibits and analyzes legal issues and possible remedies for cases.

Prepares and issues a formal record of actions taken by the Board in zoning appeals.

Develops and manages the budget for the division or work functions and allocates funds within the budget to accomplish objectives.

Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.

Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of legal compliance issues sufficient to be able to interpret and analyze legal issues relative to the field.

Knowledge of budgeting procedures and requirements sufficient to be able to administer a budget to accomplish objectives.

Education Requirement

Bachelor's Degree.

Experience Requirement

Three (3) years of experience conducting investigations and enforcing legal compliance.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to pressure when managing absentee replacement on short notice.
Subject to pressure due to multiple calls and inquiries.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Subject to traffic, roadways, and pedestrians.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means by spoken words.
Hearing: perceiving the nature of sounds by the ear.
Near Acuity: ability to see clearly at 20 inches or less.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check
Employment Verification
Education Check
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-808
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: