



CITY OF WOONSOCKET

POSITION DESCRIPTION

JOB TITLE:	Zoning Official/ADA Compliance Officer
DEPARTMENT/DIVISION:	Planning and Development Department/Zoning, Building Inspection & Construction Division
PAY GRADE/HOURS:	Grade T2 40-hour work week
UNION:	Local 3851/Professional and Technical

POSITION SUMMARY: Under the general supervision of the Director of Planning and Development and the Building Official, the Zoning Official and ADA Compliance Officer for the City of Woonsocket is responsible for the interpretation and administration of the Woonsocket Zoning Ordinance and ensuring the City of Woonsocket's compliance with the Americans with Disabilities Act (ADA).

DUTIES & RESPONSIBILITIES:

- Responsible for the enforcement of the Zoning Ordinance of the City of Woonsocket and other related regulations, or policies of the City, such as compliance with ADA.
- Assist customers with zoning or other inquiries, complaints, and application procedures, receives applications and determines fees.
- Received and responds to complaints on issues regarding zoning and ADA; records all complaints received and actions taken.
- Prepares and issues violation notices, removes signs and banners that have been deemed illegal.
- Maintains records of all zoning applications and violations as well as ADA records.
- Makes referrals to building official, code enforcement, electrical and plumbing inspector when necessary.
- Provides necessary back-up information to the Building Official where appropriate and requested.
- Works with City Law Department regarding the legal aspects of zoning and zoning violations and ADA compliance.
- Appears in municipal and state court as required and needed.
- Conducts research of property records, prior zoning and planning board decisions, zoning maps, and other related sources to determine legal use of property.
- Appears at City Council and Planning Board meetings as appropriate and directed by the Director.
- Works as the Administrative Official to the Zoning Board and attends all Zoning Board meetings.
- Directs the work of the Zoning/Inspection Clerk in preparing the agenda and attendant documentation for the Zoning Board of Review.
- Reports to the Director any problems that affect the work of the division.
- Perform other related duties as required.

An Equal Opportunity Employer

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QUALIFICATIONS: Two (2) years minimum college with an Associate's Degree preferred or a minimum of five (5) years relevant experience in the public or private sector. Candidate with knowledge of municipal zoning codes and/or their enforcement strongly preferred.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES: Thorough knowledge and excellent in writing and oral communications skills. Ability to administer and supervise employees and work independently. Must be a highly organized and work effectively with local, state and federal officials, agencies, employees and the general public. Must be a self-starter and problem solver. Ability to exercise independent judgment, initiative, resourcefulness, ethical and moral judgment and tact. Ability to work with municipal computer systems and software such as, but not limited to, Microsoft Word, Excel and G.I.S. system.

PHYSICAL DEMANDS: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing or walking much of the work period. Employee is exposed to outdoor work, traffic, loud noises, emotional stress, and risk of personal injury; however, duties are largely mental rather than physical; but may require minimal motor skills for activities such as moving objects, operating a personal computer and/or most office equipment, typing and work processing, filing, sorting papers or operating a motor vehicle. Position requires constant reading of documents and reports for understanding. Employee is not required to distinguish colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONFIDENTIALITY: Employee has access to confidential lawsuits, criminal investigations/records, and information of the Department.