



Title: Zoning Administrator

Salary: \$54,246.40-\$64,043.20

This is a provisional position pending a future civil service examination. This is a professional zoning position in the Town of Poughkeepsie. This position is responsible for governing the provisions of the zoning ordinances and issuing land use permits, sign permits and special permits within the municipality. This class differs from the Building Inspector series by insuring compliance only to zoning ordinances. Work is performed under the general supervision of a governing board or a municipal administrator of higher rank. Supervision may be exercised over deputies and a small number of technical and clerical assistants.

**Typical Work Activities:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title. Checks applications and the inspection of sites for which permits have been issued for compliance with the zoning ordinances; Issues sign, special and land use permits; Checks plot plans with the Building Inspector for lot size and where the building will be located; Determines need for possible zoning variances and makes recommendations to the appropriate governing board; Investigates complaints of zoning violations; issues orders to remedy violations and summonses when violations are not remedied; Explains the requirements of the zoning ordinances to contractors and the general public; Checks on reports of illegal dumping, junk cars and abandoned cars; Maintains records of acts and decisions; May attend regular and special session meetings of the governing board controlling zoning; Does all related work as required.

**Minimum Qualifications:**

Thorough knowledge of the provisions of the local zoning ordinance; thorough knowledge of the concepts of zoning and land usage; ability to read and interpret site plans, specifications and maps.

**Special Requirements:**

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Architecture, Engineering, Building Science or Planning;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time work experience in zoning administration, inspection work concerning buildings, contracting or a related field that involved substantial contact with the concepts of zoning administration;

OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For consideration, application must be received in the Town of Poughkeepsie Department of Human Resources on or before 7/15/2017 attention:**

Town of Poughkeepsie Department of Human Resources  
1 Overocker Road, Poughkeepsie, NY 12601  
Phone: 845-485-3609  
Fax: 845-485-1130

You may apply obtain a printable application for employment on the Town of Poughkeepsie website at

[http://www.townofpoughkeepsie.com/human\\_resources/index.html](http://www.townofpoughkeepsie.com/human_resources/index.html)

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