



**Town of New Lebanon ; 14755 State Route 22N | PO Box 328; New Lebanon, NY 12125**

<b>Job Title:</b>	Zoning Enforcement Officer	<b>Job Category:</b>	Appointed
<b>Department/Group:</b>	Building Department	<b>Travel Required:</b>	Yes
<b>Location:</b>	Town Hall	<b>Position Type:</b>	Full-Time
<b>Level/Starting Rate:</b>	3/ \$22.00/hr		
<b>HR Contact:</b>	Town Supervisor		
<b>Will Train Applicant(s):</b>	No		
<b>Posting URL:</b>	<a href="http://www.townofnewlebanon.com">www.townofnewlebanon.com</a>		
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (518)794-9694 townclerk@townofnewlebanon.com <b>Subject Line:</b> Job Application <b>Attention:</b> Town Board		<b>Mail:</b> NL Town Clerk P.O. Box 328 New Lebanon, NY 12125	
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>Specific responsibilities of the Zoning Enforcement Officer are outlined in the Town’s Zoning Code (Chapter 205). The job of the Zoning Enforcement Officer (ZEO) is specialized technical work in the enforcement of zoning and other land use codes. Work involves providing zoning information, conducting field inspections for code compliance, issuing citations, referring to zoning maps and plats, researching property legal information and testifying at hearing relating to violations or citations. In addition the officer is responsible for Flood Plain Administration. The work is performed under general supervision of the Town Board with leeway allowed for exercise of independent judgment in carrying out details of the work.</p> <p><b>Duties</b></p> <p>Specific duties are outlined in the Town’s Zoning Code (Chapter 205)</p> <p>Additional Duties:</p> <ul style="list-style-type: none"> <li>• Answers inquiries from architects, attorneys, real estate personnel, building contractors and the general public regarding land usage, zoning code and related ordinances as well as complaints</li> <li>• Reviews all building and zoning permit applications and plans for compliance with the Town’s zoning code</li> <li>• Performs zoning permit inspections, based on approved plans, to ensure compliance with zoning codes, State and Federal regulations, and ensuring compliance with any and all conditions that the Planning Board and/or Zoning Board may have placed during their approval process</li> <li>• Must be able to prepare legal documents such as Stop Work Orders, Notices of Violation, Appearance Tickets, etc.</li> <li>• Testifies at hearing regarding notices of violation or citations issued for code violations</li> <li>• Maintains official record of all ZEO business and activities, including complaints of violations along with photographs of the violations and action taken</li> <li>• Responsible for Administering and enforcing Town Code Chapter 113 - Flood Damage Prevention</li> <li>• Attends Town Board, Planning Board, ZBA and other committee meetings when necessary</li> </ul> <p><b>Qualifications and Education Requirements</b></p> <p>Knowledge of Town’s Zoning Code and land use regulations, rules and procedures, knowledge of office practices and procedures, ability to maintain regulatory records and to prepare and submit reports, ability to meet the public and explain zoning and land use codes concisely, tactfully and impartially, ability to read and interpret site</p>			



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plans and specification relating to land use, and zoning code provisions, ability to recognize deviations from code requirements and from established policies and procedures, ability to read, analyze and interpret maps/plans, technical procedures, or governmental regulations, ability to write reports ad business correspondence via MS Word, MS Excel and/or Google Docs/Sheets

This position is subject to all applicable civil service rules.

**Preferred Skills**

Familiarization with land use and development principles and practices; ability to understand and explain provisions of the zoning ordinances in clear, non-technical terms; ability to compute and prepare records and reports; ability to establish and maintain cooperative working relationships with public officials, contractors, and the general public; tact and courtesy; good powers of observation;

Physical condition commensurate with the demands of the position, may be exposed to noise dust inclement weather conditions and potentially hostile environments, must have sufficient physical ability and mobility to work in an office and field environment to stand stoop reach bend kneel squat climb ladders and walk on uneven terrain loose soil and sloped surfaces to lift and/or carry light weight up to 40 lbs to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard ability to operate a vehicle to travel to various locations and to verbally communicate to exchange information

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	