



JOB DESCRIPTION

Job Title: Planning and Zoning Administrator / Building Department Manager	Salary: \$70,160-\$89,580 DOE
Department: Planning and Zoning and Building Inspection	FLSA Status: Exempt
Effective Date: June 2023	
Revision Date: August 2025	

General Purpose:

The Planning and Zoning Administrator will perform a variety of tasks in support of the Planning and Zoning / Building Inspection Department.

The Planning and Zoning Administrator will:

- plan, direct and coordinate the application, review, and compliance with land use ordinances including updating and modifying ordinances as needed
- manage zoning plan review, support field inspections, permitting, building inspections, and land-use compliance
- coordinate, prepare, process appeal information for the County Attorney and County Risk Manager
- consult and provide expertise to developers and the public on planning-related matters.
- coordinate with other County Departments seeking input and advice with land-use items.

The Planning and Zoning Administrator will develop and maintain sound land use strategies and responses to land use issues working closely with the County Administrator, Board of San Juan County Commissioner and the San Juan County Planning Commission.

Example of Duties:

- Coordinate applications, review, and enforcement of zoning ordinances.
 - Involves: Conducting plan review of permit applications, and plan review of planned projects and facilities for compliance with zoning ordinances.
- Manage and coordinate zoning plan reviews along with supporting field inspection and compliance efforts.

- Provide technical training and supervisory support to Planning and Zoning / Building Inspection Department employees.
- Provide technical support and code interpretation to architects, engineers, contractors, developers, county departments, the Board of San Juan County Commissioners, the San Juan County Planning Commission, and the general public.
- Oversee department administrative support and development. As required, meet with developers, businesses, business leaders, attorneys, real estate agents, brokers, concerned citizens, community groups or associations, and politicians regarding the application of zoning ordinances to specific existing or planned projects or facilities.
- Research and investigate proposed projects and facilities. Prepare zoning verification letters, use permits, or reports.
- In coordination with the County Attorney, develop and maintain sound legal strategies to anticipate, prevent and address land use issues within the County.
- Review and, when necessary, rewrite existing codes or prepare and propose new codes.
- Provide technical support to the Board of County Commissioners and the San Juan County Planning Commission.
- Participate in deliberations of the Board of County Commissioners and the San Juan County Planning Commission.
- Review and gather materials in coordination with the County Attorney regarding appeals.
- Check drawings, maps, and survey plans for compliance. Request maps for the location of structures and improvements. Research the history and legal status of cases.
- Check letters for mailing to notify affected parties. Check applications for advertisement in the newspaper. Receive and respond to calls for or against applicants' requests.
- Prepare agendas and meeting minutes for meetings.
- Review applications with Planning and Zoning / Building Inspection staff and perform legal analysis with the County Attorney to formulate recommendations to the Board of San Juan County Commissioners and the San Juan County Planning Commission.
- Present cases to the appropriate appeal body for approval or denial. Record and check all results. Maintain official public files.
- Supervise assigned staff. Schedule, assign, guide, and check work. Review operational and procedural activities. Prioritize and coordinate Department activities. Appraise employee performance and review evaluations on subordinates. Provide staff training and development. Enforce and comply with personnel rules, regulations, and work standards. Counsel, motivate, and maintain harmony. Interview applicants. Recommend hire, termination, transfers, discipline, or other employee status changes.
- Coordinate efforts with community groups, individuals, and other stakeholders. Ability to develop and preserve professional relationships on behalf of the County is critical. Exercising tact and maintaining a professional demeanor at all times is imperative.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Preferred Qualifications:

Bachelor's degree in public or business administration, planning, urban development, architecture, engineering, or related field, and four years (two years if underfilled) of experience in public planning and/or land use and/or public sector development. Preference will be given to those with an AICP certification, including three (one year if underfilled) years of supervisory experience; and any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

At a minimum, any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of County Administration.

Essential Functions, Knowledge, Skill, and Abilities:

- Knowledge:
 - Zoning codes and ordinances
 - State and, when applicable, Federal land use law
 - Supervising, budgeting, and supervisory policies, practices, and controls
- Skill in:
 - Public speaking and public relations methods to persuade, negotiate, and mediate issues while speaking professionally and tactfully with the public
 - Clear concise oral and written communication skills to prepare and present technical training, reports, and public speaking engagements
- Ability to:
 - Interpret and apply oral, written, mathematical, legal, statistical, and regulatory information dealing with zoning ordinances, regulations, and enforcement
 - Establish and maintain effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies, and the general public
 - Safely operate and care for motor vehicles or assigned city-owned equipment

Work Environment/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.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Environmental Factors: Occasional exposure to hazardous conditions or materials, chemicals, air, and/or waterborne pathogens during plan review, construction site and building inspections, and during visits to photograph and document existing land and structures for public records.

The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus.

Other Requirements

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected.

Notice:

Position may be under-filled depending on the applicant pool

San Juan County is an equal opportunity employer and encourages women, minorities, and the disabled to apply.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above Job Description.

Date: _____