

DRAFT

Conditional Use Permit Coordinator

Job purpose and summary

This position is necessary for implementation of the county's new Monitoring and Enforcement section of the Surface Mining Overlay ordinance.

The ordinance requires that, among other things, county staff: ensures compliance with conditions of approval; reviews operating requirements and standards for each condition of approval; reviews the methodology for determining compliance with requirements and standards; conducts a periodic performance review of permit requirements and standards; and inspects the mining facility at least once a year to assess the accuracy and effectiveness of the monitoring program.

This employee will perform duties related to the enforcement of county codes and land use conditions of approval in an officer or coordinator capacity, primarily for land uses approved through the conditional use permit (CUP) process.

Responsibilities and duties include, but are not limited to: conducting field investigations; communicating with citizens and conditional use permit holders; gathering pertinent information; preparing written reports; analyzing and interpreting the applicable codes and land use decision conditions; determining appropriate enforcement action; and pursuing legal remedies through the appeal hearings process.

Contacts occasionally are adversarial and the employee must use skill, judgment and discretion to resolve both technical and interpersonal problems to obtain compliance with codes and land use decisions. The employee will have some subject matter expertise and coordinate with various county departments to monitor conditional use projects.

The employee will establish and maintain a database via "permit assignment" in a permit system for legacy projects. Legacy projects operate over several years and have potential ongoing impacts to the surrounding area or include operational conditions and requirements affecting the surrounding area.

The employee will receive direction from (Intentionally left blank).

Key or typical tasks and responsibilities:

- Emphasize monitoring and enforcement of conditional uses, including mines, quarries, gun ranges and private event facilities.
- Meet with individuals, industry stakeholders and citizen groups to discuss code violations, explain intent of codes and work to gain compliance. Be persuasive.
- Perform field inspections to identify code violations; assists citizens by explaining county codes, regulations and requirements. Be able to clearly explain technical information.

- Communicate with a range of people who are often adversarial to obtain compliance with designated code violations. Enforcement could include violation letters, Notice and Orders, STOP WORK orders, citations and liens against property. Develop and maintain good working relationships.
- Coordinate with other departments and agencies for consistency and predictability in code interpretations and compliance actions.
- Prepare case documentation; researches records and legal descriptions; fact checking and establish written and pictorial evidence to confirm alleged violations.
- Prepare required reports and present them and evidence at Hearings Examiners Appeal Hearings and court trials. Have excellent written and verbal skills.
- Determine what enforcement follow up is necessary for compliance, and assign clerical staff preparation of related code enforcement documents. Have knowledge of local codes, regulations and legal process to enforcement them.
- Help review and develop amendments to county codes.

Qualifications

- Bachelor's degree in environmental science, engineering, geology or land use
- Three years of related field experience in planning, zoning or building code enforcement, including direct contact with the public

- OR -

- Five years of field experience conducting code violation investigations in natural resources, planning, zoning or building code enforcement, including direct contact with the public

- OR -

- Any combination of education and/or experience that equals three years of the desirable skills, knowledge and abilities
- Current building inspector certification may be a requirement for certain positions in this classification
- Possess, or have ability to obtain, a valid driver's license at the time of hire

Additional qualifications

- **Professional certification:** The Code Enforcement Officer must obtain American Association of Code Enforcement Zoning Inspector or Building Code Inspector certification within two years of hire date. An incumbent who fails to obtain one of the certifications within two years will be considered "below expectations" in performance

and subject to corrective action and/or discipline, including potential termination, for failure to achieve performance standards.

- Excellent organizational skill; ability to work independently and on numerous cases simultaneously
- Physical ability to walk, hike and climb in all types of terrain for some distance
- Be a safe driver

Preferred qualifications

- Background in quarry/mining industry is highly desirable
- Conflict management experience or training a plus