



TOWN OF FAIRFAX
Department of Planning & Building Services

ZONING TECHNICIAN JOB DESCRIPTION

POSITION DESCRIPTION:

Under supervision of the Planning and Building Services Director, the position performs a variety of paraprofessional technical and administrative duties associated with front counter work as needed for the Department of Planning & Building Services. The position receives daily direction from the Principal Planner. The Zoning Technician position is a temporary, part-time (16-20 hours per week) position.

DISTINGUISHING CHARACTERISTICS:

This work entails functioning as front counter information provider of technical building and planning information; as well as providing technical information and administrative assistance to the Principal Planner, Building Official, and Planning Director. The individual should be self-directed, and have an overall ability to prioritize work and coordinate several activities at once. An individual, who is a team player with excellent written and oral communication skills, works independently, listens well, has strong interpersonal skills, and has good sense of humor, is highly desirable. Ability to create applications, brochures, and pamphlets is also highly desirable.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Provide information to the public regarding the Fairfax Zoning and Building Code, building and planning application procedures, current projects, etc. at the front counter and/or over the phone and by e-mail.
- Issue over the counter permits
- Reads and interprets blueprints, maps, planning regulations exercising independent judgment while assisting professional staff members and/or responding to general inquiries.
- Reads and interprets project plans and specifications to determine adequacy and conformance to the Building Code, and Planning and Building conditions.
- Provides information and answers questions from the public regarding departmental policies and procedures pertaining to permits.
- Provides clerical support for the Building and Planning staff and other staff as directed.
- Provide back-up counter support for the Administrative Assistant.
- Performs related duties as assigned.

NECESSARY QUALIFICATIONS:

- Ability to read and interpret maps, planning regulations, ordinances, and building and planning plans.
- General knowledge of municipal planning and building functions and operations.
- Communicate effectively, both orally and in writing with the general public, as well as people involved with building construction (particularly contractors, architects, developers, engineers, and property owners).
- Work cooperatively with other departments and outside agencies.
- Work independently in the absence of supervision.
- Good customer service and problem solving skills.
- Working knowledge of Word, Excel, and Outlook.
- Compile and maintain records and prepare reports and guidelines
- Understand and carry out oral and written directions.
- Think clearly and act effectively under pressure.
- Conduct limited field inspections.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that provide the required knowledge and abilities would be qualifying. A California Class C driver's license is required.

SCHEDULE

The Zoning Tech will work at the front counter from 8:30 am – 12:30 pm, Monday thru Thursday (and/or Friday mornings as needed), subject to change.

COMPENSATION:

This is a temporary, part-time position: the hourly rate for this position is \$20.11-\$25.00 per hour without benefits, depending on qualifications.

Last revised: Aug 2015