

## ZONING AND TAX ADMINISTRATOR

### General Statement of Duties

Performs difficult planning, zoning, administrative and specialized tax work in the administration of Town planning and zoning services and collection of ad valorem taxes; serves in the statutory role of Town Clerk.

### Distinguishing Features of the Class

An employee in this class is responsible for a variety of specialized work requiring specialized training including administration of the Towns planning and zoning services, collection of ad valorem taxes and Town Clerk. Planning and Zoning work includes interpreting and applying plans and ordinances; providing staff support to boards and commissions; issuing zoning and sign permits; plan review; and drafting ordinance amendments. Work as Tax Collector includes collecting current and delinquent taxes, editing tax scrolls, tax billing, discoveries and releases. Considerable tact, courtesy, and firmness are required in the dealing with the public. Work as Town Clerk involves the Statutory responsibility for keeping the minutes of the Town Board meetings and for the publication, indexing, filing and safekeeping of Town Board proceedings in accordance with general statutes and local ordinances. Work requires specialized training, use of specialized technology, strong public contact skills and collaborative conflict resolution skills, attention to details and deadlines, and ability to establish and maintain accurate records and reports. Work is performed in accordance with North Carolina General Statutes, Town ordinances, and standard procedures governing the responsibilities of Town Clerks and Tax Collectors. The employee works under the regular supervision of the Town Manager. Work is reviewed through observation, community acceptance, and accuracy.

### Duties and Responsibilities

#### Essential Duties and Tasks

Administers land use plans and zoning ordinances for the Town; coordinates updates to the land use plan; conducts plan review for adherence to local and state requirements; provides staff assistance to the Planning Board, Board of Adjustment, and Town Council; advises the Town Manager on related matters; issues zoning and sign permits; drafts ordinance amendments; assists with architectural review, historic overlay district administration, and tree board issues; updates data and prepares maps utilizing specialized GIS software; makes field inspections and enforces nuisance codes and ordinances; coordinates agendas for meeting; establishes and maintains all necessary records and reports.

Serves as Tax Collector; reviews tax scrolls and coordinates software conversion; prepares and mails bills; maintains tax records up to date; collects delinquent taxes by following statutory provisions such as advertisement of delinquencies, garnishment of wages, attachment of bank accounts, and other methods; researches and recommends tax releases and discoveries; assists the public with problem solving on tax bills; prepares various records and reports.

Performs the statutory responsibilities of Town Clerk; serves as official custodian of public records including preparation, distribution and storage of ordinances, resolutions, and minute books; maintains and affixes the Town seal; insures proper notice of rezoning meetings, public hearings and other public meetings to the press and the public according to Town ordinances and codes and state laws; produces and distributes agenda documents and packets under the coordination of the Town Manager; executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances; attends Town Board meetings and other related meetings; writes minutes of these meetings; processes ordinances, resolutions, and other actions of the Town Board.

Assists the public with research on information from past meetings, questions concerning Board agendas, general customer service, and other issues.

Bills and collects annual ABC license renewals.

#### Additional Job Duties

Backs up other staff as needed.

Performs related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of municipal clerks and regarding the Machinery Act and other relevant tax laws and policies.

Thorough knowledge of the organization and functions of municipal government.

Considerable knowledge of the laws, principles and practices regarding land use planning and zoning administration.

Considerable knowledge of the general statutes concerning billing and collection of property ad valorem taxes and ABC privilege licenses.

Considerable knowledge of standard and approved practices and procedures employed in the processing, safekeeping and utilization of official municipal records and document.

Considerable knowledge of modern office administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition.

Considerable knowledge of the application of information technology to administrative office work and the use of specialized software applications including GIS.

Skill in collaborative conflict resolution, public speaking and customer service excellence.

Skill in the use of modern office technology with necessary skill and speed.

Ability to exercise sound judgement in interpreting and applying relevant laws, codes, and ordinances and making decisions in conformance with laws, regulations, and policies.

Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, community groups, political and legislative groups, department heads, employees, and the general public.

Ability to handle confidential information appropriately.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, crouching, reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light sedentary work, exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently and constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, and do extensive reading.

#### Desirable Education and Experience

Graduation from a college with an degree in planning, municipal or public administration or related field and considerable responsible experience in planning, zoning, or related field; or an equivalent combination of education and experience.

#### Special Requirements

Ability and willingness to complete Municipal Clerk and Tax Collector certifications from the School of Government.

Ability and willingness to complete the Zoning Administration course from the School of Government.

Possession of Notary Public.