



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, **sex**, age or national origin.*

Today's Date: **September 12, 2022**

Date Listing Will Close: **September 23, 2022 at 5 p.m.**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Zoning Administrator**

Location /Department: **Zoning**

Salary: **\$55,000- \$70,000 Annually**

Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

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**HARRISON COUNTY PERSONNEL/ HUMAN RESOURCES**

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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## HARRISON COUNTY, MISSISSIPPI JOB DESCRIPTION

**JOB TITLE:** Zoning Administrator

**DEPARTMENT:** Zoning

**FLSA STATUS:** Exempt

**REPORTS TO:** County Administrator

**POSITION CODE:** 8810

**REVIEW DATE:** September 12, 2022

**CLOSING DATE:** September 23, 2022

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** This is a skilled position involving the ability to function as a technical advisor in the planning and zoning field. You must possess the ability to interpret zoning ordinances and maps; conduct research; write technical opinions and recommendations and present plans to the County Administrator or Harrison County Board of Supervisors.

### **ESSENTIAL JOB FUNCTIONS:**

1. Directs the county's comprehensive planning program in the preparation and updating of plans necessary for the formulation of elements of the Master Comprehensive Plan, the implementation tools of those plans and other basic and applied planning studies concerning the physical development of the unincorporated areas of Harrison County
2. Performs staff functions with regard to zoning decisions
3. Assists the public in completing permit applications, reviews permit application for completeness and compliance with requirements; checks legal descriptions, locations, and type of building activities
4. Researches the zoning ordinance and make staff recommendations pertaining to submitted projects
5. Reviews site plans for conformance with current zoning ordinances
6. Reviews small and large scale residential and commercial development plans and makes recommendations to the County Administrator or Board of Supervisors
7. Operates blue-line and copy machines to reproduce mapping products
8. Conducts field inspections

9. Coordinates technical requirements with engineers, contractors, builders and property owners. Approves, suggests modifications and calls for corrections to plans as necessary

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Ensures compliance with adopted budget by reviewing reports of expenditures and reallocation of resources
2. Operates an automobile in the performance of essential job functions
3. Performs other related duties as required

**SUPERVISORY RESPONSIBILITIES:** Provides immediate supervision to the Zoning Department staff

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Extensive knowledge of the organization, interrelationships and operations of the Harrison County Zoning Department
- Extensive knowledge of the mission, goals and objectives of the department in providing comprehensive planning, land use development and enforcement services
- Extensive knowledge of the principles of general management, business and public administration
- Thorough knowledge of the principles, practices, methods and techniques of modern urban planning
- Thorough knowledge of local and state regulations pertaining to land use, building and zoning regulations and related enforcement activities
- Thorough knowledge of supervisory principles and practices
- Thorough knowledge of public relations principles and techniques
- Ability to apply advanced professional knowledge of the principles of management, business and public administration in directing, supervising and coordinating a complex planning and zoning department
- Ability to plan, organize, direct and coordinate, through various levels of executives, managers and supervisors, the work of subordinates in a manner conducive to full performance and high morale
- Ability to delegate the authority to subordinates necessary to complete responsibilities in varied departmental activities
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.
- Ability to establish and maintain effective working relationships with subordinates, senior County management, elected officials, and officials of other local, state and national organizations
- Ability to exercise judgment and discretion in devising, installing and interpreting departmental and County policies, rules and regulations
- Ability to determine if departmental standards are being met and to redirect priorities as necessary

**ADDITIONAL REQUIREMENTS:** Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position

*These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from an accredited college or university with a Bachelor's degree or Master's Degree. Five years of progressively responsible managerial and/or administrative experience in urban and regional planning, zoning and building regulation, or enforcement of building and zoning regulations to include supervisory experience are required. Equivalent combinations of education and experience will be considered.*

**This position is subject to 24-hour call, in case of a disaster event and/or a threat to public safety.**

**SALARY RANGE:** \$55,000 - \$70,000 Annually

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts	✓	
Work in High, Precarious Places		✓
Fumes or Dust	✓	
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)		✓
Moderate Noise (e.g., light motorized equipment such as lawn mowers)	✓	
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓