



Position Description

**Planning & Zoning/Code Enforcement Coordinator**

**DEPARTMENT:** Community Development  
**FLSA CLASS:** Non-union, Non-exempt  
**REPORTS TO:** Community Development Director  
**SUPERVISES:** None  
**LAST REVISED:** February 26, 2025

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**SUMMARY:**

Under the supervision of the Community Development Director (CDD), the Planning & Zoning/Code Enforcement Coordinator provides long-term planning support, administers zoning and subdivision regulations, carries out solutions-based code enforcement to mitigate code violations in the city, and performs other tasks related to community development. This position will work closely with the following City entities/areas: building official, economic development, land disturbance, law enforcement, and water resources.

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*To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The essential functions listed below are intended to serve as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

**ESSENTIAL FUNCTIONS OF THE JOB INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Under the direction of the CDD, participate in the development, preparation, and maintenance of all comprehensive plans, feasibility studies, strategic plans, and other plans/studies.
- Provide staff support to the Planning Commission and Board of Zoning Appeals and coordinate with, implement, and support their efforts to proactively address planning issues within the city.
- Enforce the zoning and subdivision ordinances and introduce amendments as needed.
- Comply with all city, state, and federal policies, procedures, and protocols.
- Assist residents, property owners, and the public with planning and zoning permit inquiries.
- Review and approve planning and zoning permits.
- As part of the pre-development team, participate in meetings with developers and their agents for coordination of proposed projects and enforcement of applicable design standards.
- Participate in the Community Development Department’s Team Alignment Committee to discuss the status of existing projects.
- Administer/enforce city codes and implement violation mitigation strategies with citizens.
- Analyze and anticipate trends in land use development and community priorities to develop long-term plans and goals.
- Coordinate with external agencies for the development and enhancement of zoning code as needed.
- Prepare and present a variety of planning/zoning/code enforcement information in graphic, oral, or written form for use by elected and appointed officials, special committees, or community



organizations.

- Address concerns, inquiries, and complaints from the public; answer questions related to City code enforcement activities by researching, interpreting, and explaining policies and regulations; analyze, determine, and communicate appropriate solutions to problems; and schedule site visits.
- Work closely with homeowners, landlords, tenants, businesses, and community groups to grow strong neighborhoods through public relations, education, and code enforcement activities.
- Deal with customers in a courteous, effective, timely, and professional manner.
- Maintain integrity by taking responsibility and accountability for completion of work, customer interactions, and reporting.
- Represent the City of Fairmont in community and official board meetings with other City departments, organizations, and professional groups on code enforcement matters.
- Perform other related duties as apparent or assigned.

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#### **EQUIPMENT USED:**

This position uses a variety of equipment typical of a standard office setting. Such equipment may include but is not limited to a computer, printer, mobile device, telephone, fax machine, and copy machine.

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

- Knowledge of community planning and development principles, practices, and processes.
- Knowledge of land use regulations and methods, city ordinances, and city codes.
- Knowledge of general government operations.
- Knowledge of principles and methods of investigation, documentation, and coordination with law enforcement.
- Ability to thoroughly analyze information and make complex decisions.
- Ability to communicate (orally and in writing) and work effectively with all stakeholders including but not limited to citizens, consultants, developers, law enforcements, state/federal partners, vendors, and City staff.
- Ability to implement a solutions-based approach to correcting violations and collaborate with citizens/the public in a professional, thoughtful manner with the goal of educating them.
- Ability to interpret city ordinances (subdivision, zoning) and city codes.

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#### **MINIMUM QUALIFICATIONS:**

- Associate degree in business administration, GIS, urban planning, urban studies, or related field.
- Experience in a local government setting.

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in community planning, urban planning, urban studies, or related field.
- American Institute of Certified Planners (AICP) certification.
- Two (2) or more years' experience in a local government setting in one (1) or more of the following areas: planning, zoning, and/or code enforcement.
- Code enforcement training.



**CONDITIONS OF EMPLOYMENT:**

- Possession of Class D Driver’s License or the ability to obtain it within 30 days of hire.

**WORK SCHEDULE:**

The typical work hours for this position are 8:00 a.m. to 4:30 p.m., Monday – Friday. Additional hours may be required for attendance at meetings for City Council, Board of Zoning Appeals, Planning Commission, and other organizations as necessary.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires the employee to work alone, with others, around others, and have contact with the public. This position will work both indoors and outdoors.

Activities that will occur continuously include sitting, verbal communication, hearing, and performing repetitive motions with hands/wrists/fingers.

Activities that will occur frequently include problem solving, conducting written communication, displaying interpersonal skills, and standing.

Activities that will occur occasionally include walking; lifting; carrying; reaching; and hand/eye/foot coordination.

Activities that will occur infrequently include bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting/carrying up to 24 pounds.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**ACKNOWLEDGEMENT:**

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with the City of Fairmont.

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Employee Signature

\_\_\_\_\_  
Printed Name

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Date