

**MARSHALL COUNTY GOVERNMENT
JOB DESCRIPTION**

Job Title:	PLANNING & ZONING OFFICIAL	Review Date: 01/26/2026
FLSA – Exempt	PAY GRADE AP	Class Code AP12

Nature of Work

This is very responsible supervisory, administrative and fieldwork with responsibility for ensuring compliance with Zoning regulations, ordinances and flood plain management for Marshall County Government. Planning & Zoning Official will be deemed grade AP12 until all certifications are met (Certification in federal Flood Plain management regulations). Activities associated with the job include responding to complaints and other requests for assistance on issues pertaining to land use, land conditions and zoning, assisting with answering phones and walk-in clients by providing information pertaining to zoning regulations, requests for variances and procedures for appealing decisions made by the Planning Commission and/or Board of Zoning Appeals. Additional activities include assisting with the maintenance of job-related information including maps and plats, meeting with the Zoning Board of Appeals and Planning Commission, submitting complaints of zoning violations, and discussing legal actions against property owners with the County Attorney. Job activities require a high school diploma, extensive knowledge of Flood Plain Management and Subdivision and Zoning regulations as adopted by Marshall County government, a minimum of five years' experience as an architect, inspector, contractor or superintendent of construction, thorough supervisory experience, strong organizational, interpersonal and decision-making skills and sufficient physical strength and stamina to perform required fieldwork. Job performance is evaluated by the County Mayor through review of expertise in zoning regulations, the application of and compliance with zoning regulations, interpersonal, organizational, and decision-making skills, ability to effectively supervise and direct the activities of departmental staff and knowledge and expertise in the building and construction trades.

Illustrative Examples of Work

- Enforces, educates, and interprets the Code of Federal Regulations CFR 44 (60.3) flood plain management
- Enforces the Marshall County Zoning Resolutions and Marshall County Subdivision Regulations.
- Sets the agenda for the Board of Zoning Appeals and Planning Commission, advertises meetings in advance and maintains the minutes.
- Participates in Planning Commission meetings to provide information and assistance for Zoning and Sub-division Regulations.
- Prepares resolutions for amendments to existing zoning codes and regulations, as necessary.
- Meets with contractors and developers to review site plans, inspect work in progress and address any issues or concerns.
- Ensures the Planning Commission and Board members obtain training necessary to maintain required certifications.
- Responds to complaints and/or inquiries regarding the condition and/or use of property located in Marshall County.
- Prepares reports for submission to County Commission, Planning Commission, and the Board of Zoning Appeals.
- Consults with property owners in violation of existing zoning regulations to obtain voluntary compliance.
- Pursues appropriate legal action against property owners who fail to conform to established zoning regulations.
- Answers telephones or greets individuals to provide information and answers general questions regarding planning or zoning issues
- Assists in completing rezoning requests.
- Submits complaints of alleged zoning violations; seeks voluntary compliance by property owners; processes legal actions and testifies in court when required.
- Oversees requests for payment for zoning ordinance amendments, variance, hardship, and other special exception requests.
- Oversees the maintenance of the office filing system and archives regarding zoning and plats
- Maintains a comprehensive filing system for planning and zoning and related documentation.
- Oversees and assists with responding to complaints and inspects properties with overgrown vegetation, accumulating debris, EMA damage assessments, Zoning regulations, etc.
- Investigates complaints and violations, performs research, reviews deeds and tax maps to determine property ownership; prepares written reports and correspondence and completes and maintains inspection records, logs reports and files.
- Performs related duties required.

Necessary Requirements of Work

Graduation from an accredited four year high school, supplemented with additional course work in real estate, construction or a related field; a minimum of five years' experience or equivalent as an architect, inspector, contractor or superintendent of construction; thorough supervisory experience; certification as a building official through a recognized certification program; extensive experience in building and zoning regulations and practices; extensive experience dealing directly with the public; strong organizational, interpersonal and decision making skills; sufficient strength and stamina to perform fieldwork; thorough knowledge of the building and construction trades; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Extensive knowledge of Marshall County land use regulations and ordinances including the Zoning Resolutions, Subdivision Regulations, etc.

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- Extensive knowledge of T.C.A. 51115 (Overgrown Vegetation/Accumulating Debris), Billboard Regulations, EMA Damage Assessment and Zoning Regulations.
- Extensive knowledge of contemporary office administration practices and procedures.
- Extensive knowledge of the legal processes and procedures pertinent to the proper disposition of land use and condition, zoning ordinances
- Extensive knowledge of planning, zoning and community development practices and procedures.
- Thorough knowledge of mapping practices and techniques, variance requests, etc.
- Thorough knowledge of flood plain regulations and related land use requirements.
- Considerable knowledge of acceptable budgeting and accounting practices and methods including the preparation and monitoring of departmental budgets, collection, and reimbursement of fees, use of internal controls, reconciliation of accounts, auditing standards, etc.
- Considerable knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation, and discipline and/or discharge of staff.
- Considerable knowledge of acceptable business English and basic accounting transactions.
- Ability to interact successfully with property owners to obtain their cooperation in following established building and zoning regulations.
- Ability to effectively supervise and direct the activities of assigned administrative and field staff.
- Ability to maintain detailed files, documentation, and related information.
- Ability to maintain, reconcile and account for all financial transactions associated with office operations.
- Ability to deal with detailed and complex information in a consistent, thorough, and accurate manner.
- Ability to perform required work assignments in an efficient manner to meet all imposed deadlines and reporting requirements.
- Ability to make appropriate and timely decisions in response to situations encountered on the job.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Skill in the use of common office equipment including computer terminals and required software programs, copiers, fax machines, multiline phone systems, etc.
- Skill in diffusing potentially problematic situations between property owners, contractors, developers and the public.
- Skill in the use of a motor vehicle.

Necessary Special Requirements must be obtained within 1 year of employment. Job is grade AP12 until all requirements are met.

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- Certification in federal Flood Plain management regulations.

Note: The incumbent must obtain a minimum of eight hours (8 CEU'S) training in one or more subjects related to Zoning and Planning on an annual basis.

Physical Requirements

- This is medium work requiring considerable static, explosive, dynamic and trunk strength and the exertion of 50 pound of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Work requires good flexibility, mobility, and speed of limb movement.
- Work requires considerable effort and stamina.
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling, and walking.
- Work requires arm/ hand steadiness and manual and finger dexterity.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds.
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

***Please contact Tabitha or Amanda in HR for an application. tparish@marshallcountyttn.gov or agonzalez@marshallcountyttn.gov ***

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.