

CHIEF, ZONING HEARING EXAMINER

NATURE AND VARIETY OF WORK

This is management level supervisory and legal work performed in conjunction with the administration of the County's comprehensive legal activities in conducting public hearings and rendering decisions in zoning, or other re-zoning cases assigned by the County Council. An incumbent of this class gives direction to a subordinate staff of zoning hearing examiners who investigate and prepare legal opinions on zoning cases assigned by the County Council. Considerable independent judgment is exercised by this position within the framework of established policies and procedures under the general direction of the County Council.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities as outlined in Section 16-102(59) of the Personnel Law.

Supervises the proceedings of full and complete public hearing for applications involving zoning matters; insures that all requirements and restrictions imposed by law are satisfied.

Administers oath of affirmation; rules upon offers of proof and evidence.

Regulates the course and conduct of hearings; questions witnesses discretion.

Upon completion of public hearings prepares or supervises the preparation of written opinions which contains specific findings of fact, conclusion of law and a recommended disposition of the case.

Participates in conferences, group discussions and consultation with Council Members, Aides and members of the public on current and proposed zoning laws and practices; advises administration and legislative officials or current and proposed zoning changes.

Supervises or conducts research and performs analysis of proposed legislation.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of management theories and practices including applicable personnel policies and procedures.

Extensive knowledge of principles and practices of zoning laws.

Ability to supervise subordinates in the performance of various aspects of zoning hearing examiner work.

Ability to conduct research and to interpret such research data.

Ability to analyze and evaluate evidence.

Ability to interpret and apply laws, rules, regulations and legal precedent.

Ability to preside and control hearings.

Ability to maintain effective working relationships with other employees and officials of all levels within the outside the County government.

Ability to compose and evaluate detailed written reports.

MINIMUM QUALIFICATIONS

Must be an attorney admitted to practice before the highest court of a state or the District of Columbia, possess judicial temperament, have at least five (5) years experience in administrative litigation including one year of supervisory experience and demonstrate a knowledge of administrative and zoning law, practice and procedure by competitive written examination.

CREATED: 9/74
REVISED: 10/88