

ASSOCIATE ZONING ADMINISTRATOR
(CLASS CODE 7998)

1. Investigates or may supervise the investigation by planners of applications for conditional uses, variances, coastal development permits, nuisance abatement and revocation, building and safety appeals or similar case types and zoning administrator interpretations from the requirements of the comprehensive zoning plan and in accordance with the Los Angeles Municipal Code (LAMC).
2. Holds public hearings to obtain information from applicants, property owners, and other interested parties regarding applications relating to conditional uses, variances, coastal development permits, zoning administrator interpretations, nuisance abatement and revocation, building and safety appeals or similar case types.
3. Grants or denies applications and imposes conditional approvals as necessary after determining whether or not the requested conditional uses, variances, coastal development permits, zoning administrator interpretations, nuisance abatement and revocation, building and safety appeals or similar case types are in conformance with the purpose, intent, and requirements of the zoning ordinances, the LAMC, the Department of Building and Safety, California Coastal Act, the State Subdivision Map Act, and the California Environmental Quality Act.
4. Writes and reviews background reports for the purpose of providing information to the applicants, other city or governmental agencies and the public.
5. Testifies before the City Council, Area Planning Commissions, and the City Planning Commission on applications appealed to those bodies.
6. Determines proper zone classifications of special uses not included in the zoning ordinance by comparing similar uses permissible in a particular zone.
7. Understands and interprets site plans, building elevations and tabular information, as provided in connection with applications for nuisance abatement and revocation, building and safety appeals or similar case types
8. Provides information to and consults with other City departments, governmental agencies, and the public regarding planning and zoning regulations and administration, and the state laws affecting planning, land use and zoning administration as well as specific entitlement applications or non-case specific questions regarding the planning process.

9. Assists the Chief Zoning Administrator in establishing administrative methods and forms to improve office efficiency.
10. Prepares and writes legally defensible findings based upon substantial evidence.
11. Imposes appropriate conditions when granting approvals, supported by evidence (including testimony and documentation) established in the record.
12. Reads written documents to keep informed about economic and legal issues involved in zoning codes, building codes, and environmental regulations as well as changes in administrative procedures within the DCP (Department of City Planning).