

**TITLE 10: LOCAL LAWS**  
**DIVISION 1: FIRST SENATORIAL DISTRICT (ROTA)**

**§ 1706. Zoning Administrator: Creation, Responsibilities, and Staffing.**

There shall be a zoning administrator who serves at the pleasure of the Zoning Board and whose position is funded under the budget authority of the office of the mayor.

(a) *Creation of Position.* There is established in the Commonwealth government the position of zoning administrator. The administrator shall serve at the pleasure of the Zoning Board. The administrator shall have at least a baccalaureate degree, but preferably a graduate degree, in planning or a related field, and five years of progressive experience in land use planning, comprehensive planning, or land use administration. All other qualifications of applicants being equal, preference in hiring will be given the applicant with the most advanced degree in planning or a related field.

(b) *Responsibilities.* The zoning administrator shall have the following duties:

(1) To act as staff to the Zoning Board;

(2) To maintain and keep custody of the dockets, files and records of the Zoning Board;

(3) To prepare and maintain all necessary land use and zoning maps; and

(4) To carry out the directives of the Zoning Board.

(c) *Staffing.* The zoning administrator may, subject to legislative appropriation, staff an office in order to execute the purposes of this chapter. Hiring and firing of staff shall be the sole responsibility of the administrator.

**Source:** Rota LL 8-2, § 6.