

Position Title: Zoning Administrator

FLSA Status: Exempt

Reports to: Zoning Committee

Pay Grade: 14

Department: Zoning

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position provides professional management and supervision of the Vernon County Zoning Department. Employee exercises considerable independent judgment in decision making within general guidelines under the direction of the Vernon County Zoning Committee and the Vernon County Board of Supervisors. Employee is responsible for administrating and enforcing County ordinances and State Statutes with their accompanying administrative rules.

## II. Essential Duties and Responsibilities

- Directs the fiscal management of the department, supervises expenditures, administers grant program(s) and prepares annual department budget.
- Establishes and reviews policies and procedures to insure compliance with Federal, State and County laws and regulations. Responsible for timely completion and reporting of all program funds, budget(s), plans and reports.
- Supervises the Assistant Zoning /Sanitation Administrator position and makes the final decision regarding performance evaluations and assignment of employee(s) duties.
- Authority to make final recommendations regarding hiring, firing and discipline.
- Develops and implements department goals and objectives.
- Reviews time records, approves staff vacations, compensatory time and sick leave.
- Advises plumbers, certified soil testers, realtors and the general public of applicable codes and regulations. Inspects plumbers' and certified soil testers' work for compliance with the law.
- Investigates complaints/violations relating to shoreland/wetland, floodplain, hydraulic shadow, sanitation and zoning ordinance violations, issues orders and citations, and prepares reports for the District Attorney and Corp. Counsel. Testifies in court when appropriate.

- Ability to read and understand topographic, soil survey, wetland inventory, floodplain and associated mapping information, and determine ordinary high water marks of navigable waters.
- Plans, organizes, directs, and coordinates the zoning/sanitarian department's activities and operations.
- Responsible for departmental updates of programs and program changes.
- Knowledgeable of Wisconsin Administrative Codes and Statutes concerning land use, shoreland/wetland, floodplains, sanitation, and other County responsibilities.
- Familiar with Federal, State and local agencies and their programs and coordinate these programs with the County Sanitation/Zoning programs.
- Administers the following County ordinances: Zoning, Floodplain, Shoreland/Wetland, Hydraulic Shadow, Telecommunications, and Sanitary.
- Updates and/or prepares ordinances for adoption as required by State and Federal agencies and/or the County Board.
- Responsible for the department receiving favorable audit results from the County, State and Federal agencies.
- Advises the Zoning Committee and the Board of Adjustment on procedural matters.

### III. Related Job Functions

- Works with other County, State and Federal departments in a responsible manner. Works closely with DNR, FEMA, County Land and Water Department and County Dam Manager.
- Participates with other Counties in planning and directing educational seminars for plumbers and certified soil testers.
- Attends pertinent seminars and training functions.
- Plans and directs informational meetings for the public.
- Makes necessary arrangements for public hearings for the Board of Adjustments/Zoning Committee. This includes notifying the county newspaper for publication, notifying the Board of Adjustment and/or Zoning Committee and Township officials, landowners, and interested parties. Prepares and posts notice of hearing/meeting, makes room arrangements, assists with agenda, etc.
- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Prepares monthly reports
- Familiar with Federal, State and local agencies and their programs and coordinate these programs with the County Zoning/Sanitation programs.
- Attends meetings and reviews policies and procedures, ensuring compliance with Federal, State and County laws and regulations.
- Performs related work as required or directed including same duties as assigned to Assistant Zoning/Sanitation Administrator

#### IV. Physical Demands

- Sits at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard and other office machines. May through November- approximately 25 % is spent at desk, general paperwork talking to callers, staff and walk-ins; 75% fieldwork; 10% preparing for meetings; and 5% attending meetings. December through April - approximately 60 % is spent at desk, preparing for audits, end-of-year reports, departmental changes, mandated mailings, ordinance updates, talking to callers, staff and walk ins; 30% field work; 10% preparing for meetings; and 5% attending meetings
- Must be able to walk on difficult terrain year-round, such as slopes over 30 per cent, while carrying transit equipment or a bucket auger weighing approximately 25 pounds each. Must be able to enter backhoe pits which may exceed 8 feet in depth. Construction sites are potentially hazardous sites, due to presence of earth moving equipment, major excavations and presence of harmful bacteria.
- Involves potential and/or direct exposure to blood or body fluid.

#### V. Education and Training Requirements

- Graduation from an accredited high school or GED. Preference for Associate degree in related field with 1-2 years experience in County zoning activities. In lieu of an Associate degree, a minimum of 5 years experience in County zoning activities or any suitable equivalent combination of training and experience that provides equivalent knowledge skills and abilities. Supervisory/management training/experience desired.
- Requires the acquisition of a Soil Tester certification from State of Wisconsin and Private Onsite Wastewater Treatment System Inspector certification
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.