Zoning Administrator

Job Position

Responsibilities:

1.) Assist citizens in determining what zoning forms apply to their requested action and answering questions about how to complete them.
2.) Must be thoroughly familiar with the zoning ordinances and all appropriate forms.
3.) Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4.) Approves the appropriate land-use (usually issued with a building permit, signage, violations, etc.) when all provisions of the Ordinance comply and maintains a complete file of the permit issued. Notifies applicant, in writing, if the proposed use is not in compliance with ordinance standards and assists with an appropriate alternative administrative remedy necessary to attain compliance.
5.) Attend public hearing with applicants, as well as those who may oppose the issuing of a specific permit. Zoning Administrators provide presentations containing their interpretations or clarifications of codes.
6.) Advise and consult with developers on alternatives if not in compliance. This may mean suggesting alternative procedures (such as a variance or special exception) or advising on the appeal process should the applicant disagree with the administrators/Planning Commission's decision.
7.) Attends Planning Commission meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
8.) Conduct reviews, site inspections, and makes staff reports to the Planning Commission on specific project proposals such as, but not limited to, special use permit applications, rezoning applications, conditional use permit applications, Variance Applications, Planned Unit Development applications, Subdivision applications, Mobile Home Park Applications, zoning amendments, and appeals.
9.) Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

Education:

1.) Graduate from an accredited high school or GED equivalent with drafting and/or site plan and blueprint reading skills.
2.) A deductive, logical system of thought, common in reading and interpreting legal documents.
3.) An ability to read legal descriptions and similar pertinent documents to zoning administration.
4.) Optionally, an associates or higher degree in planning, geography, economics, or a related field.
5.) Some basic computer skills and knowledge in use of word processing, data base, and computer operating systems.

6.) Prefer individuals who have a working knowledge of zoning law or past experience as a zoning administrator.

Skills:

1.) Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
2.) Telephone etiquette and skills.
3.) Ability to speak before groups and organizations.
4.) Knowledge of construction and construction terms as appropriate to zoning reviews.
5.) Ability to pay close attention to details.
6.) Must possess good organizational skills.
7.) Must be able to Prioritize and schedule workload appropriately.
8.) Must be able to work independently with little supervision.
9.) Must be able to meet deadlines.
10.) Must have a current Wisconsin drivers license and provide own transportation.
11.) Must be able to work inside and outside, despite weather conditions, traveling throughout municipality and County.
12.) Must be subject to irregular or extended working hours to meet schedules and respond to complaints as quickly as possible.

The hours of work and compensation shall be set by the Town Board. The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Zoning Administrator is an employee of the Town, appointed by the Town Chairperson, subject to approval by the Town Board.