

Position Description Town Of St. Croix Falls

Position Title: Zoning Administrator

Job objective: To effectively interpret and assist in the implementation of town ordinances, policies and clerical requirements for land use and development within the town.

General Job Description: The zoning administrator will be responsible for understanding and explaining the permitted uses of land within the town to town residents, potential business owners and land developers, including subdivision of land, signage, and general town permit such as burn permits, driveway permits, temporary vendor permits, etc.

The zoning administrator will work closely with the clerk and road maintenance employee to answer day to day questions regarding town ordinances and policies. On case by case instances the zoning administrator will also have the option of using a consulting firm of the town boards choosing to answer questions regarding land use or to aid in preparation for the planning commission on any given issue.

Position Duties:

1. Understand the following:
 - Comprehensive Plan
 - Zoning Ordinances
 - Subdivision Regulations
2. Issuing Zoning & Land Use Permits:
 - Advise applicants
 - Review application for compliance
 - Collect fees
 - Do necessary on-site inspections
3. Keep Records of:
 - Permits issued
 - Inspections made (approved work)
 - Legal nonconforming uses
 - Special Exception uses
 - Conditional uses
 - Variances granted
4. Determine District Boundaries:

5. Violations:
 - Investigate zoning violations.
 - Notify violator of the violation initially with a phone call accompanied with a letter.
 - Follow up with on-site investigations.
 - Track all violation events and communication with the violator in a log.
 - Report all violations to the Town Board as needed.

6. Administrative help for Plan Commission:
 - Advise applicants for hearings
 - Review Special Exception applications for compliance
 - Collect fees
 - Arrange Hearings
 - Draft Plan Commission agenda's with Chairperson approval
 - Post notices for hearings
 - 1) Surrounding property owners
 - 2) Paper
 - File findings of facts and hearing minutes

7. Administrative help for Board of Appeals:
 - Advise applicants for hearings
 - Review Variance applications
 - Collect fees
 - Arrange hearings with Board of Appeals Chairperson
 - Post notices for hearings
 - 1) Surrounding property owners
 - 2) Paper

8. Field Duties:
 - Inspections – Driveways, structures, etc
 - Site compliance evaluations
 - IRS Standard compensation for private vehicle used for business

Position requirements:

Education: High School Diploma and two years of post secondary education or equivalent. Bachelor degree is desirable.

Experience: Zoning administrative experience in a government setting or with governmental agencies. Education assistance is available

Abilities: 1) Good interpersonal and diplomatic skills, able to work independently with minimal supervision.

2) Competent in use of computer programs including Word and Excel.

Working Conditions: Willing to work a flexible schedule of regular office hours as well as periodic meeting to aid Planning Commission and Town Board.