

ALLAMAKEE COUNTY ZONING ADMINISTRATOR

JOB DESCRIPTION

Position Description: ZONING ADMINISTRATOR

General Summary:

Under the direction and supervision by the Allamakee County Board of Supervisors, the Planning and Zoning Commission and the Board of Adjustment, the Zoning Administrator administers the Allamakee County Zoning Ordinance, Flood Plain, and Subdivision Regulations and performs the duties of the Secretary of the Planning and Zoning Commission and the Board of Adjustment.

Zoning Administrator Essential Functions and Responsibilities:

A. Zoning and Floodplain Administration

1. Must become thoroughly familiar with the Allamakee County Zoning Ordinance, Floodplain Development Ordinance and Subdivision Regulations and appropriate forms.
2. Is responsible for the overall administration and enforcement of the Allamakee County Zoning Ordinance, Floodplain Development Ordinance and Subdivision Regulations.
3. Accepts and reviews zoning permit applications. Determines compliance with the provisions of the Allamakee County Zoning Ordinance and Subdivision Regulations and completeness of the applications.
4. Issues the appropriate land-use permit when all provisions of the Allamakee County Zoning Ordinance and Subdivision Regulations are compliant with and maintains a complete file of permits issued. Notifies applicant in writing, if the proposed use is not in compliance with Allamakee County Zoning and Subdivision Regulation standards, and assists with appropriate alternative procedures, appeals, or any other administrative remedies necessary to attain compliance.
5. Performs inspections on-site to insure land use changes are compliant with the Allamakee County Zoning Ordinance and Subdivision Regulations.
6. Identifies, inventories, and monitors nonconforming uses.
7. Attends Planning and Zoning Commission meetings as needed to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
8. Conducts technical reviews, site inspections, and makes staff reports to the Planning and Zoning Commission and the Board of Adjustment on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances and appeals.
9. Ability to write with clarity to carry on basic communications with permit applicants, related governmental agencies and other offices as necessary.

B. Zoning Enforcement

1. Investigates alleged violations of the Allamakee County Zoning and Floodplain Development Ordinances and Subdivision Regulations and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations including dated photographs and/or other evidence.
2. Issues citations and/or takes other enforcement action with the assistance of the Allamakee County Attorney's Office.
3. Presents public interest case facts and explains decisions of the Zoning Administrator's office before the Board of Adjustment.
4. Attends meetings and follows the directions of the Board of Adjustment, usually at evening meetings.
5. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms, and may propose solutions to any problem encountered in administering the Allamakee County Zoning Ordinance and Subdivision Regulations.
6. Coordinates the enforcement of the Allamakee County Zoning Ordinance and Subdivision Regulations with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies, including, but not limited to, the IDNR, the Board of Health, the Allamakee County E-911 Board, the Allamakee County Engineer, Recorder, Auditor, Assessor, Treasurer and County Attorney.
7. Testifies truthfully, as necessary, at public and judicial hearings.

C. Office Administration

1. Submits, at least monthly:
 - a. Transmittal of zoning permit fees collected
 - b. Cash, and
 - c. Checksto the treasurer.
2. Submits one copy of the land use permit application to the tax assessor as requested.
3. Administers and follows procedures and policies established for the office of Zoning Administrator.
4. Distributes Agendas to the Planning and Zoning Commission, the Board of Adjustment members. Makes available to the public and posts to the County website the Allamakee County Zoning Ordinance and Subdivision Regulations, Flood Plain Development Regulations, Comprehensive Plan, and Agendas of the Planning and Zoning Commission and the Board of Adjustment.
5. Keeps the zoning maps, text, and office records up-to-date by recording all amendments and retaining all official documents, and makes copies of the Allamakee County Zoning Ordinance and Subdivision Regulations available to the public.
6. Prepares or works with the appropriate staff or offices, including but not limited to, the Planning and Zoning Commission, the Board of Adjustment and the Board of Supervisors. Acts as the secretary to the Planning and Zoning Commission and the Board of Adjustment to prepare, publish, post, send and/or deliver public notices for meetings and hearings.

7. Turns in written reports to the Board of Supervisors, which itemizes mileage and expenses and hours worked, as requested.
8. Turns in a written semi-annual report to the Board of Supervisors and the Planning and Zoning Commission which includes permits issued/denied, appeals, request for amendments, request for variances, and other pertinent zoning administration information, including, but not limited to, agricultural exempted minor subdivisions.
9. Attends meetings of the Board of Supervisors as necessary, usually on Monday mornings.

D. Public Relations, Assistance, Personal Development.

1. Ability to work and communicate with elected and appointed officials and the public, with appropriate etiquette and diplomacy.
2. Assists the general public, applicants, developers, and their representatives, including attorneys, with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
3. Ability to address various service groups and work with the media concerning zoning issues within Allamakee County.
4. Attends professional schools, seminars and/or conferences at least twice a year to stay up-to-date on laws, zoning trends, and other information pertinent to zoning administration, including, but not limited to, the Iowa Open Meetings Law (Chapter 21 of The Iowa Code) and Iowa Public Records Law (Chapter 22 of The Iowa Code) and the American Planning Association Ethical Principles in Planning, and all Allamakee County Employee Personnel Policy Handbooks, Safety Programs and other Allamakee County employment and health privacy policies, as adopted, from time to time.
5. Be accessible to the public with established hours at the Allamakee County Courthouse.

E. Other

1. Performs other duties as may be specified by the Allamakee County Zoning Ordinance and Subdivision Regulations, including, but not limited to, serving on the Plat Review Committee.
2. Accepts other responsibilities as may be directed by the Board of Supervisors, the Planning and Zoning Commission and the Board of Adjustment, as applicable, including, but not limited to, arranging for the regular updating of the Comprehensive Plan.

Employment Qualifications:

1. Education.

- A. An employee in this class, upon appointment, shall have the equivalent of the following training and experience:
 1. Graduation from an accredited high school or a 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. An associate or higher college degree in planning, geography, economics, public administration or a related field. Experience may be substituted for continuing education.

- B. Good computer skills and knowledge in use of word processing, data base, computer operating systems, including GPS and GIS land mapping systems.

2. Experience

- A. This is an entry level position in the field. Previous experience is helpful but not necessary.
- B. Prefer individual who has working knowledge of zoning law or past experience as a zoning administrator.

3. Necessary Knowledge Skills and Abilities

- A. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy both written and oral.
- B. Telephone etiquette and skills.
- C. Ability to speak before groups and organizations.
- D. Knowledge of construction and construction terms as appropriate to zoning reviews.
- E. Ability to pay close attention to details.
- F. Must possess good organizational skills.
 - 1. Prioritize and schedule work load appropriately;
 - 2. Be able to work independently with little supervision;
 - 3. Meet deadlines.
- G. Must have current valid Iowa vehicle operator's license and use Allamakee County vehicles as provided.
- H. Physical Requirements:
 - 1. Sitting at a desk to operate computers, review applications and site plans and meet with public.
 - 2. Prolonged walking over uneven terrain, on stairs, hand grip to pull oneself over obstacles in order to conduct site inspections, perform site inspections, specific studies and evaluations.
 - 3. Periodic bending, stooping, and kneeling to move items weighing up to 60 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (soil auger, shovel, tape measure, etc.).
 - 4. Operate a vehicle (including at night) to attend various meetings, site inspections, and other functions.

Working Conditions/Environmental Factors:

- A. Work inside in office conditions some of the time.
- B. Work outside some/most of the time, despite weather conditions, and exposure to environmental allergens (grasses, weeds, pollens, trees) due to little flexibility for scheduling.
- C. Regular travel to locations throughout Allamakee County.
- D. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
- E. Subject to work related calls/emails, etc. outside of normal hours.

Selection Guidelines

- A. Formal application, rating of education and experience, oral interview, and reference check, job-related tests may be required to establish technical and computer skills.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Upon termination of employment, the zoning administrator will, within seven (7) days, return to Allamakee County all material associated with the zoning administrator position. Materials include: all records, unused forms, maps, filing cabinets, manuals, telephones and other equipment, including cameras, and other materials either purchased by or belonging to Allamakee County.

The zoning administrator is an employee of Allamakee County, appointed by the Board of Supervisors. The zoning administrator is responsible to the Board of Supervisors. The Chairperson of the Board of Supervisors shall be considered the zoning administrator's immediate supervisor. The zoning administrator is also subject to the rulings, policies and employment rules of Allamakee County, as they affect all the employees of Allamakee County, Iowa.