

TITLE OF CLASS: Zoning Administrator
TYPE OF POSITION: Exempt Permanent
EFFECTIVE DATE: _____

DESCRIPTION OF WORK

General Statement of Duties: Performs professional work promoting, facilitating, and coordinating planning, zoning, and development activities for the City; and performs related duties as required.

Supervision Received: Works under the general and technical direction of the City Administrator.

Supervision Exercised: None.

TYPICAL DUTIES PERFORMED

- Reviews applications for variances, conditional use permits, subdivisions and zoning changes; prepares recommendations to the Planning and Zoning Commission, the Heritage Preservation Commission, City Administrator; and/or City Council consistent with the City Code.
- Coordinates assistance on planning and zoning issues with City Engineers, City Building inspector, etc.
- Reviews building permits, including review of site plans; issues building permits for new residential construction, remodels, additions, garages, and other miscellaneous items, and forwards requests to the Building Inspector.
- Initiates enforcement proceedings when code violations occur; prepares letters and/or contacts property owners by phone; refers to City Attorney if unresolved.
- Provides planning and technical support to the Economic Development Authority.
- Meets with property owners to resolve conflict with neighbors.
- Answers general questions regarding legal descriptions, floodplain information, zoning, census, and general community information.
- Works with commercial building inspectors regarding review of commercial/industrial buildings in relation to site plans after blueprints have been stamped.
- Reviews development plans for local zoning requirements with other staff members.
- Reviews and approve routine sign applications
- Maintains all necessary records for day-to-day activities and permanent file.
- Assists in developing long-range strategic plans.
- Attends Planning Commission, Heritage Preservation Commission, and City Council meetings as necessary; prepares agenda items pertaining to variance requests and prepares other information as requested by the City Administrator or Planning Commission; and take minutes for the Planning Commission.
- Assists the City Administrator with projects and proposals.
- Assists with reviewing and updating the City's comprehensive plan.
- Assists the Economic Development Authority on special projects and research as needed.
- Assists Heritage Preservation Commission and other interested groups with building design, signage, and historical preservation in the downtown area.
- Administers the Individual Sewage Treatment System Ordinance, regulations and policy.
- Evaluates or assists in evaluating potential projects to determine feasibility and community impact and makes recommendations to the EDA and/or City Administrator.
- Coordinates volunteers who assist with development activities.
- Make recommendations jointly with City Administrator to amend Ordinances.
- Prepares a variety of correspondence, agendas, reports and updates.
- Prepares public hearing notices for local paper and prepares articles as directed.
- Acts as backup for front desk and phone coverage and assists the City Administrator as needed.
- Performs other duties as apparent or as delegated.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of planning and zoning
- Working knowledge of industrial, residential, and commercial property development.
- Working knowledge of the government processes and services, funding sources, and economic research methods.

- Considerable ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, community volunteers, potential developers, City staff, and the general public including formal presentations.
- Considerable ability to perform mathematical calculations, to analyze data, and to prepare reports.
- Considerable ability to represent the City and negotiate outcomes desirable to the City.
- Considerable ability to safely operate a motor vehicle to attend meetings, and visit properties.
- Ability to work in an environment with a moderate noise level.
- Considerable ability to operate various types of office equipment including a telephone, adding machine, calculator, copy machine and computer.
- Considerable ability to see to inspect properties and plans.
- Working ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

- Must possess a valid Minnesota Class C drivers license or equivalent out of state license. Must have completed at least two years of post high school education.