

Richland County Position Description

Position: Zoning Administrator w/ Sanitarian Duties

X Exempt from FLSA

Department: Zoning and Land Information

Reports to: County Board of Supervisor and Land and Zoning

Pay Grade: K

Date: February 7, 2024

Hours per Week: 40

Purpose of Position

The purpose of this position is to administer and enforce Richland County zoning, sanitation, and land use ordinances. Administer the County's Geographical Information Systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers and enforces Zoning, Land Division, Shoreland/Wetland, Floodplain, County Addressing, Privately Owned Wastewater Treatment Systems, Tri-County Airport, and Non-Metallic ordinances. Also, Lower Wisconsin State Riverway regulations.
- Acts as County Sanitarian. Reviews sanitary applications, compiles test data, inspects plumbing plans and issues permits.
- Performs field inspections, and conducts on-site soil verification and background research as required.
- Provides information on zoning and land use ordinances and regulations to the general public and others.
- Coordinates driveway permits with townships and Richland County Highway Department.
- Investigate alleged violations prepare complaint reports and participate in legal actions.
- Drafts public hearing notices for the Zoning Committee and Board of Adjustments for variance requests, special exceptions, and ordinance amendment requests.
- Visits construction sites for sanitary and land use regulation compliance.
- Attends and participates in Land and Zoning Standing Committee, meetings and Board of Adjustments hearings. Testifies at court proceedings as needed.
- Maintains land use records.
- Provides technical assistance concerning land records regarding the Wisconsin Land Information Program.
- Prepare budgets and annual reports to the Land and Zoning Standing Committee.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Must have 5 years of experience in zoning, land use planning, and managing Geographical Information Systems or any combination of education and experience that provides equivalent

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knowledge, skills, and abilities that may include urban or regional planning, geography, natural resources, or related fields. Must hold and maintain a Certified Soil Testers license and Privately-Owned Wastewater Treatment Systems Inspector license issued by the Wisconsin Department of Commerce.

- Acquire and maintain a license as Private On-Site Wastewater Treatment Systems Inspector and Certified Soil Tester from the Department of Commerce. One-year land use planning experience or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Two years experience with managing geographical information systems or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to decide the time, place, and sequence of operations with a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria, to define consequences, and to consider and select alternatives.
- Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures, and standards to a variety of situations.
- Ability to utilize design data and information such as high-tech manuals, soil surveys, County Ordinances, State Statutes, blueprints, permit reports, Southwest Regional Plan Report, Wisconsin Department of Commerce administrative rules, approved septic plans and soil evaluations, Wisconsin Department of Transportation road plans, Wisconsin Department of Natural Resources administrative rules and geographical information systems.
- Ability to read and interpret a variety of maps.
- Ability to communicate effectively with land owners and developers, real estate agents, surveyors, engineers, County Supervisors, County Board of Adjustments, attorneys, Wisconsin Departments Department of Natural Resources, Wisconsin Department of Commerce, and Wisconsin Department of Agriculture, Trade and Consumer Protection, County department heads, clerical staff, the general public both in writing and in person. Ability to speak to assembled groups.

Mathematical Ability

- Ability to calculate percentages, fractions, and decimals; ability to calculate volume, ratio, present values, and spatial relationships; and ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as those associated with teaching.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the direction, control, and planning of an entire program or set of programs.

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Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to operate survey equipment and machinery requiring simple, periodic adjustments. Ability to move and guide material using simple tools.
- Ability to exert moderate physical stress in light work, involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift carry, push and pull. Ability to stoop, kneel, crouch, and crawl.
- Ability to recognize and identify harmonious or contrasting combinations of, as well as recognize individual characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials, and ingredients.

Environmental Adaptability

- Ability, regarding environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease, and/or dust, to work under moderately safe and occasionally uncomfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date