

Richland County Position Description

Position Title: Assistant Zoning Administrator/Sanitarian

Exempt form FLSA

Department: Zoning

Category: Full-time

Reports to: Zoning Administrator

Pay Grade: I

Date: 1/26/2023

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to assist in administering and enforcing Richland County's Zoning, Sanitary, Shoreland Zoning, Floodplain Zoning, Subdivision Ordinances and other land use ordinances to enhance and maintain the quality of life in Richland County. The Assistant Zoning Administrator provides supervision and direction to assigned staff, works in conjunction with the Zoning Administrator, County Board Supervisors, committee members, and Zoning Board of Adjustment to meet the responsibilities of their positions.

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.

- Assist in administration, implementation, and enforcement of the county's comprehensive Zoning, Sanitary, Shoreland, Floodplain, Subdivision, and Address Ordinances as well as other land use ordinances.
- Accept and review zoning permit applications to determine their compliance with the provisions of the zoning ordinance and the completeness of the application.
- Provide direction and supervision of staff assigned to department, as needed.
- Ensure zoning decisions are consistent with applicable case law.
- Responsible for the administration and interpretation of the county sanitary ordinances pertaining to private onsite wastewater treatment systems for compliance with Wisconsin Administrative Code SPS 380-391, WI Statutes and Richland County Sanitary Ordinance.
- Conduct on-site inspections relating to construction, private on-site wastewater treatment system (POWTS) installations, soil suitability for private onsite wastewater treatment systems and other land and structural uses. Review site topography, flood plain conditions, and groundwater status for proposed system sites.
- Review and approve plans and applications for private waste disposal systems submitted by licensed plumbers.
- Attend, review and approve soil test reports submitted by soil testers.
- Responsible for countywide septic system maintenance program and maintaining all associated records.
- Provide information relating to county ordinances to property owners, prospective buyers of real estate, realtors, contractors, municipalities, Certified Soil Testers, plumbers and surveyors.
- Conduct research, investigate complaints and violations, review plans, and assess compliance with applicable ordinances and land use regulations. Issue cease and desist orders and citations for noncompliance. Assist the Richland County Corporation Counsel with enforcement actions.
- Administer the Uniform Address Ordinance and issue Address numbers. Provide interdepartmental notification as needed.
- Provide assistance and answer questions from the general public and applicants.
- Draft resolutions, develop ordinances and amendments for presentation and approval of Board of Supervisors including the scheduling of public hearings and requirements of publication.

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- Provide necessary documents to the appropriate UDC Inspector for new dwellings and additions.
- Prepare minutes of committee meetings and Board of Adjustment hearings.
- Assist in the development of the annual budget; monitor revenues, expenditures, and progress reports; and assist in preparation and presentation of annual report to Board of Supervisors.
- Administer inventory of Survey Plats including scanning and indexing for the County Surveyor as submitted.
- Administer Road Right of Way plats including scanning, indexing and mapping as submitted.
- Attend professional schools, seminars and or conferences to stay up to date on zoning & sanitary changes.
- Assist the Department of Safety and Professional Services with operational audits.
- Administer the Wisconsin Fund Grant Program for replacement of failing POWTS.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- A minimum of two (2) years' experience required in natural resource management, environmental health, land use planning or other related field of progressively responsible administrative and supervisory duties within zoning administration or land use planning.
- Current State of WI Certified Soil Tester (CST) and Private On-site Wastewater Treatment System (POWTS) Certification or the ability to obtain within 6 months from hire.
- Thorough knowledge of the basic principles of environmental sanitation, state and county laws, rules and regulations.
- Knowledge and understanding of zoning regulations including county zoning laws with the ability to interpret them for others.
- Ability to read and locate land descriptions and convert a land description to a plot.
- Advanced knowledge of preparing and monitoring budgets.
- Valid drivers license and access to an insured reliable vehicle.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Skills in dealing effectively and ethically with public which includes private land owners, plumbing professionals, etc, in various situations that are sometimes difficult, with tact, understanding, consistency, and clarity.
- Ability and skill to obtain facts through investigations, inspections; and interpret information effectively.

Mathematical Ability

- Ability to add, subtract, multiply and divide, calculate percentages, decimals and fractions and interpret basic descriptive statistical reports.
- Ability to convert measurements to determine proper elevations.

Judgment and Situational Reasoning Ability

- Position requires travel from the office to the field sites. At field sites may encounter people that may be under emotional stress.

Physical Requirements

- Ability to withstand long periods of sitting.
- Ability to withstand extended periods of writing and/or computer entry, including repetitive finger movement.

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- Ability to withstand infrequent lifting of +10 pounds to gain access to information in boxed storage.
- Ability to exert moderate physical effort in light to sedentary work activity, typically involving some combination of stooping, kneeling, crouching, lifting, carrying, pushing and pulling.
- Ability to perform on-site inspection of soil borings that involves climbing in and out of soil borings which are several feet deep and several feet wide.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Field time could be spent in somewhat disagreeable conditions due to dust, temperature variations, wetness, odor, mud, insects and such.

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