

ASSISTANT ZONING ADMINISTRATOR

Iron County, Wisconsin

Applications are now being accepted for the Assistant Zoning Administrator position in the Iron County Comprehensive Planning/Land & Zoning Department.

JOB DUTIES:

To assist the Zoning Administrator in administering the Iron County Land Use, Land Division, Shoreland/Wetland, Non-Metallic Mining and Floodplain Ordinances. Responsibilities will include but are not limited to maintaining organized record keeping for permits, inspections, variances, complaints and public hearings. Establish and maintain effective working relationships with department staff, representatives of state and local government, community organizations, news media and the general public. The review and inspection of Private Onsite Wastewater Treatment Systems.

For a full position description please go to the Iron County website at www.ironcountywi.org, or pick one up in the Iron County Clerk's Office.

QUALIFICATIONS:

Bachelor's or Associates degree from an accredited university or college in planning, environmental health, natural resources or related field, and two (2) years of experience in zoning administration or related field, or a commensurate combination of training and experience. A valid driver's license or the ability to obtain a valid driver's license within sixty (60) days of the date of employment. Wisconsin Soil Tester Certification and a POWTS (Private Onsite Wastewater Treatment System) Inspectors Certification (obtained within 6 months of hire).

SALARY:

Position is full time. The salary is \$17.48/hour plus benefits.

Applicant must complete an Iron County Employment Application form. Application forms are available in the Iron County Clerk's Office, 300 Taconite Street, Hurley, WI 54534 and on the County's website at www.ironcountywi.org. Please include a resume and cover letter. Deadline for submitting an application is 4:00 p.m. on **Monday December 12, 2016** at the Iron County Clerk's Office. For questions contact the Iron County Comprehensive Planning/Land & Zoning Office at 715-561-5414 or zoningadmin@ironcountywi.org.

AN EQUAL OPPORTUNITY EMPLOYER