

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 work with 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 Associate's degree from an accredited university or college in planning, environmental health, natural resources or related field, and/or 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 \$24.00-27.00 /hour plus benefits.

Applicant must submit a cover letter, resume and references. Application packet can be mailed to Iron County Zoning 300 Taconite Street Suite 115 Hurley, WI 54534, emailed to roedere@ironcountywi.org or dropped off in the Iron County Clerk's office of the Courthouse building. The deadline for submitting an application is 4:00 p.m. on March 14, 2025. For questions contact the Iron County Comprehensive Planning/Land & Zoning Office at 715-561-5414 or roedere@ironcountywi.org.

AN EQUAL OPPORTUNITY EMPLOYER