

IRON COUNTY  
**ASSISTANT ZONING ADMINISTRATOR**  
JOB DESCRIPTION

JOB TITLE: **ASSISTANT ZONING ADMINISTRATOR**  
DEPARTMENT: **ZONING DEPARTMENT**  
REPORTS TO: **IRON COUNTY ZONING COMMITTEE**

**SUMMARY:**

The Assistant Zoning Administrator acts under the direct supervision of the Zoning Administrator and regularly exercises independent judgment and discretion in making decisions. The position assumes full department responsibility in the absence of the Zoning Administrator. The position assists in fulfilling the statutory purpose of the Zoning Administrator position, to-wit: Pursuant to s. 59.69, Wis Stats, the purpose of the Zoning Administrator is to promote the public health, safety, convenience and general welfare; to encourage planned and orderly land use development; to protect property values and the property tax base; to permit the careful planning and efficient maintenance of highway systems; to ensure adequate highway, utility, health, educational and recreational facilities; to recognize the needs of agriculture, forestry, industry and business in future growth; to encourage uses of land and other natural resources which are in accordance with their character and adaptability; to provide adequate light and air, including access to sunlight for solar collectors and to wind for wind energy systems; to encourage the protection of groundwater resources; to preserve wetlands; to conserve soil, water and forest resources; to protect the beauty and amenities of landscape and man-made developments; to provide healthy surroundings for family life; and to promote the efficient and economical use of public funds. To these ends, the Assistant Zoning Administrator is responsible for assisting the Zoning Administrator in the implementation and enforcement of the Iron County Zoning Ordinances and policies and related statutes, codes and regulations promulgated by the State of Wisconsin.

**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.

**DEPARTMENT ADMINISTRATION**

- Assists the Zoning Administrator in administering the Iron County Land Use, Land Division, Shoreland/Wetland, Floodplain, Mobile Tower Siting and Non-Metallic Mine Ordinances.
- Under the direction of the Zoning Administrator, responds to daily correspondence, general correspondence and reports, and prepares and/or reviews special reports for State and Federal agencies.
- Assists in the preparation of the annual department budget, reports, policies and procedures.
- Participates in Zoning Committee meetings and Board of Adjustment proceedings, as requested.
- Assists in drafting public hearing notices for the Zoning Committee and Board of Adjustment regarding ordinance changes, variance requests and conditional use permits.

- Establishes and maintains effective working relationship with department staff, representatives of State and local government, community organizations, news media and the general public.
- Maintains good communication with the Zoning Committee and County Board.
- Attends and participates in meetings of the County Board, local municipalities, State agencies, Department Heads and other entities as appropriate or requested. Prepares and presents information and reports as requested.
- Works cooperatively with the Offices of the Register of Deeds, Treasurer, Clerk and other departments.
- Provides Zoning Ordinance and sanitation information to the general public, contractors, real estate agents, attorneys, lenders, appraisers, plumbers, surveyors, engineers, land developers, and certified soil testers in written form, orally, and through on-site visits.
- Assists in maintaining organized record keeping for, but not limited to, permits, inspections, variances, complaints, public hearings and court proceedings.
- Assists in maintaining a comprehensive internal accounting system for fees and fines.
- Maintains knowledge of current local, State and Federal rules and regulations regarding department activities.
- Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications.

#### **ORDINANCE ADMINISTRATION AND ENFORCEMENT**

- Assists the Zoning Administrator in the administration of the Iron County Zoning, Subdivision, Shoreland/Wetland, Non-Metallic Mine, Mobile Tower Siting and Floodplain Ordinances.
- Assists in developing changes and amendments to the Iron County Zoning, Subdivision, Shoreland/Wetland, Non-Metallic Mine, Mobile Tower Siting and Floodplain Ordinances for review by the Zoning Committee.
- Assists in reviewing and conducting field investigations of land divisions.
- Issues Stop Orders for work not in compliance with County ordinances or State or Federal laws and regulations.
- Conducts mapping inspections.
- Assists in determining high water marks, wetlands and flood plains.
- Reviews site and installation designs of private on-site wastewater treatment systems.
- Inspects private onsite wastewater treatment systems, including, but not limited to conventionals, mounds, holding tanks and in-ground pressure systems.
- Inspects septic tank contents for sludge buildup when requested.
- Performs on-site inspections of private sewer installations.
- Assists in maintaining record of names, sanitary permit number and installation date of all private sewage systems by use of permit tracking software.
- Performs onsite inspections of soil tests and review soil test results; assist soil testers with proper filing of reports.
- Assists in investigating complaints and violations in timely and efficient manner. Issues citations for code violations.
- Assists in providing comprehensive investigative results to Corporation Counsel and assists Corporation Counsel in prosecution of Ordinance violations.

- Testifies at public, court and legislative hearings regarding zoning and sanitation matters. Prepares testimony for court actions involving the Zoning Department.
- Directs and maintains organized record-keeping for, but not limited to, permits, inspections, variances, complaints, public hearings and court proceedings.

#### **FIRE NUMBER ADMINISTRATION**

- Assists in reviewing applications for fire numbers.

#### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with Land Information Office responsibilities as needed.
- Performs other duties as assigned.
- Ability to write legible and accurate letters, reports, instructions and other written correspondence.
- Ability to make oral presentations to public groups in a variety of settings, including: meetings, public hearings, court testimony, testimony to political bodies, County Board meetings and meetings of private groups.
- Ability to interact in a positive and constructive manner with persons who are upset or angry.

#### **QUALIFICATIONS:**

- Knowledge of the geography of Iron County.
- Working knowledge of GIS/GPS.
- Ability to read and interpret blueprints, maps and land descriptions.
- Knowledge of the structure, functions and inter-relationships of federal, state and local government agencies.
- Knowledge of the personnel management policies, practices and procedures of Iron County.
- Knowledge of federal, state and local laws and regulations pertaining to land use and zoning.
- Knowledge of State Sanitary Code and Regulations.
- Knowledge of installation and inspection practices of private wastewater treatment systems.
- Ability to secure facts through investigation and inspection; analyze and interpret facts; apply law, regulation, code and ordinance to facts; and communicate same in oral and written medium.
- Ability to present technical information clearly and concisely to lay persons.
- Excellent people/social skills.
- Considerable knowledge of modern office practices and procedures, including accounting.
- Extensive computer skills including the ability to learn new software, understanding of web based applications and mapping systems.
- Considerable knowledge of business English in order to read, prepare original documents, and comprehend and interpret complex information, regulations, policies and materials.
- Ability to communicate and express ideas effectively, orally and in writing, to groups and individuals.
- Ability to courteously and effectively serve customers, both in person and on the telephone.
- Ability to type and file documents and correspondence, as well as use email and faxes to communicate with the public.
- Working knowledge of business math, English, spelling, grammar and good communication skills.

- Ability to understand and effectively carry out oral and written instructions.
- Ability to establish and maintain effective public and working relationships.
- Ability to work productively with minimum supervision.
- Ability to work flexible hours.
- Ability to communicate clearly and accurately, orally and in writing.

## **EDUCATION and/or EXPERIENCE**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Bachelor's or Associate's 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 (obtained within 6 months of hire).
- POWTS (Private Onsite Wastewater Treatment System) Inspectors Certification (obtained within 6 months of hire).

- **LANGUAGE SKILLS**

- o Telephone
- o In person

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Wisconsin Soil Tester Certification (obtained within 6 months of hire).
- POWTS (Private Onsite Wastewater Treatment System) Inspectors Certification (obtained within 6 months of hire).

- **Computer/MATHEMATICAL SKILLS**

- o Microsoft Office
- o ArcMap preferred

## **PHYSICAL DEMANDS**

- Ability to perform outdoor work in adverse weather conditions, including: heat, cold, snow and rain.

- Ability to stand, walk and sit intermittently throughout the workday.
- Ability to cope with the mental and emotional stress of the position.
- Ability to operate a computer and software programs.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, odors and textures associated with job-related objects, materials and tasks.
- Ability to operate a motor vehicle.
- Ability to lift 75 pounds and/or carry objects weighing up to 20 pounds.
- Ability to occasionally bend, twist, squat, climb and reach.
- Ability to walk the rough terrain of construction sites and property boundaries.
- Ability to withstand the physical drain that takes place during extended times of stress in the workplace.

#### **WORK ENVIRONMENT**

- Office expectations – currently 7:30am to 4:30 Mon-Thur, 7:30 to 11:30am Fri
- Work at home – when needed or necessary during normal work hours