

Clinton County, Iowa

Job Description

Planning and Zoning Director

Job Title: Planning & Zoning Director	Job Code: Non-Union
Department: Planning and Zoning	Pay Grade: Non-Union
Revision Date: 05/31/2016	FLSA: Exempt

SUMMARY

This position is responsible for the day-to-day administration of the Planning & Zoning Office including, research, evaluation, and presentation of a wide range of functional areas including present and future land use planning, economic development, zoning, building, subdivisions, floodplain management, and special projects which may be assigned. This position reports to the Board of Supervisors.

SALARY

Annual salary range for this position is \$40,000 - \$60,000, commensurate with education and experience.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Ensures fair and uniform administration of land use controls including zoning, flood plain management, Master Plan, subdivision regulations, enforcement of the zoning and subdivision ordinances; as well as periodic review of these ordinances to determine if changes should be made.
- Provides staff support and recommendations to the Planning and Zoning Commission and Zoning Board of Adjustment. Reviews site-plans and platting documents prior to recommendations to approve or deny within County guidelines. Works with Environmental Health and the County Engineer for specialized review of septic, and road systems.
- Serve as secretary to the County Planning and Zoning Commission and Board of Adjustment, preparing and publishing official notices and organization of public hearings (nighttime meetings included).
- Facilitate monthly Planning & Zoning Commission meetings by setting meeting agendas, preparing staff reports and presenting relevant information to County officials.
- Manage all zoning office functions including the organization and maintenance of Planning and Zoning office records.
- Answer questions from the public, realtors and lawyers about specific zoning of properties and how the ordinances apply to particular situations.
- Assist the public in completion of applications including zoning permits, Board of Adjustment appeals, rezoning and the filing of subdivision plats.

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- Review zoning permit applications for conformance with all zoning ordinances and grant or deny permits.
- Maintain the official zoning map and Future Land Use Map and update when changes occur.
- Administer billing, collection, recording and deposit of all zoning fees and costs.
- Develops, maintains and controls departmental operating budget. May administer grant money associated with FEMA funding or pass-through funding.
- Update official copies of the ordinances administered by the Planning and Zoning Office when amended.
- Must be able to work cooperatively with other department heads including Auditor, Assessor, County Engineer, Environmental Health Director, GIS and IT.
- Maintain a positive public image for the Planning and Zoning Commission and Board of Adjustment.
- Must be able to physically inspect building sites and subdivisions under construction, as well as land considered for development or rezoning.

MINIMUM QUALIFICATIONS REQUIREMENTS - (Education and Experience):

- Graduation from four year accredited college or university with major course work in planning, engineering sciences, architecture, public administration or a related field, and
- Preference for two years of professional planning or zoning experience including preparation/review of planning documents or related, or
- Any equivalent combination of training/experience that will have provided the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS – (Knowledge, Skills and Abilities)

- Must have thorough working knowledge of planning and zoning principles, as well as knowledge of legal implications of various land use control.
- Ability to communicate effectively and diplomatically both orally and in writing with state and federal agencies, private businesses, elected officials, potential developers, County staff, and the general public including formal presentations.
- Ability to work independently and organize time to meet position demands.
- Working knowledge of ArcGIS 10.3 preferred.
- Must be able to read and understand surveys and legal descriptions.
- Ability to analyze and effectively resolve problem situations.
- Ability to draft ordinances, and regulations that comply with local and state laws.
- Working knowledge of the government processes and services, funding sources, and economic research methods.
- Ability to take correct and precise minutes for the Planning and Zoning Commission and Board of Adjustment.
- Ability to utilize personal computers and technology associated with the maintenance and documentation of land use systems.

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REQUIRED LICENSES/CERTIFICATIONS

- Must possess a valid Iowa Class C Driver's License or equivalent out of state license.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is occasionally exposed to high, precarious places, and outside weather conditions. The noise level in the work environment is usually quiet to loud.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.