

Palo Alto County

Job Posting: Zoning Administrator/Solid Waste Coordinator/Flood Plain Manager

Palo Alto County is accepting applications for a part-time Zoning Administrator/Solid Waste Coordinator/Flood Plain Manager.

Responsibilities include the following:

Zoning Administrator: Reports to Board of Supervisors; Issues building permits and building site numbers. Coordinates meetings with the public and Zoning Board to consider conditional use permits and verify master matrix points with Iowa DNR.

Solid Waste Coordinator: Supervises the operation of the Palo Alto County Transfer Station. Acts as liaison between the transfer station and the landfill. Coordinates with the Board of Supervisors, Solid Waste Task Force, and interested parties to deal with concerns regarding solid waste and recycling.

Flood Plain Manager: Oversee and regulate permit construction in a flood zone area. Coordinate with state agencies.

Requirements: Applicants must have a high school diploma or equivalent. Two or four-year college degree in related field preferred but not required. Applicant must possess organizational skills, record keeping skills and ability to meet deadlines. Computer skills are required. Must possess a valid driver's license and maintain auto insurability in order to travel to inspection sites.

The starting hourly wage will be based on experience and qualifications.

The county reserves the right to change or reassign job duties, or combine positions at any time.

Applications along with a cover letter and resume must be received by noon on Friday, April 19th, 2019. Applications are available at the Palo Alto County Auditor's Office located in the Courthouse at 1010 Broadway, Emmetsburg, Iowa; or on the county website: paloaltocountyiowa.com. Completed applications, cover letter, and resumes can be mailed to the Palo Alto County Auditor, PO Box 95, Emmetsburg, IA 50536, or returned to the Auditor's Office at the Palo Alto County Courthouse.

EOE/AA

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