

## **PALO ALTO COUNTY, IOWA**

### **JOB DESCRIPTION**

**POSITION TITLE:** Zoning Administrator, Solid Waste Coordinator, Flood Plain Manager

**RESPONSIBLE TO:** Palo Alto County Board of Supervisors. Zoning, subdivision and related matters are under the general supervision of the Palo Alto County Zoning Commission in conjunction with the Board of Adjustments.

#### **RESPONSIBILITIES:**

**All activities would be reported** to the Board of Supervisors on a timely basis.

**Coordinates** development of zoning and sanitation plans, ordinances and procedures with county and state agencies and consultants as needed.

**Conducts** field inspections to determine compliance with applicable rules, standards and regulations. Makes recommendations and offers technical assistance. Issues necessary permits, collects fees, and maintains records of same.

**Maintains** a good relationship with the public. Makes specific efforts to identify and help solve public health sanitation and zoning problems.

**Applies for and collects revenues** from various programs available. Develops and monitors zoning and solid waste budget.

**Investigates complaints** of alleged violations of zoning, subdivision, and regulations to determine whether such complaints are justified, and makes recommendations for corrective action. Issues notices of violations, if necessary.

**Collects, compiles and interprets** data relative to investigations and inspections; prepares and maintains necessary records.

#### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Ability to meet the necessary physical requirements.

Ability to communicate effectively and respectfully in oral and written form.

Ability to establish and maintain an effective working relationship with general public, appointed officials, and other personnel.

Knowledge of planning, zoning, subdivision, historical site preservation, and principles and practices.

Knowledge of urban planning and land use laws applied in a rural setting.

Ability to accurately read and document measurements. Ability to prepare drawings from field notes and plats, and prepare reports and documents.

Computer skills required.

**ENTRY 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. Must possess a valid driver's license and maintain auto insurability in order to travel to inspection sites.

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

**PALO ALTO COUNTY ZONING ADMINISTRATOR, SOLID WASTE COORDINATOR**

**MAJOR JOB DUTIES**

**1. Zoning Administrator:**

- A. Issues building permits and building site numbers.
- B. Inspects the uses of buildings and property, issues notices of violations of the zoning ordinance, and offers recommendations and technical assistance to the owners to achieve compliance.
- C. Coordinates with community members and county agencies to solve problems regarding zoning.
- D. Updates county maps annually. Sends an annual report to the United States Department of Commerce.

**2. Solid Waste Coordinator**

- A. Supervises the operation of the Palo Alto County Transfer Station and employees.
- B. Acts as liaison between the transfer station and the landfill.
- C. Monitors the activities of Engineering Services for the landfill, to protect the interests of Palo Alto County.
- D. Coordinates with Board of Supervisors, Solid Waste Task Force, and interested parties to deal with concerns regarding solid waste.

**3. Flood Plain Manager**

- A. Oversee and regulate permit construction in a flood zone area
- B. Coordinate with State Agencies

**4. Administrative Duties**

- A. Establishes technical assistance and regulatory procedures.
- B. Attends professional meetings and seminars to remain updated on state and county laws and regulations or changes.
- C. Prepares a monthly report to the Board of Supervisors.