



POSITION DESCRIPTION

Position:	Zoning Specialist	Department:	Land Management
Pay Grade:	11	FLSA Status:	Non-Exempt
Direct Supervisor:	Land Management Director / County Conservationist	Publish Date:	June 2023

Purpose of Position:

The purpose of this position is to administer and support the development of Buffalo County's zoning, sanitary, and other land use ordinances in order to maintain and enhance the county's quality of life. This role is responsible for issuing permits that require additional investigation due to their non-routine nature or because they involve multiple Buffalo County ordinances.

Essential Duties and Responsibilities:

The following duties are typical for this position. To perform this job successfully, an individual must be able to perform each duty satisfactorily and in a timely manner. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

- Administers and maintains the county's private on-site wastewater treatment system (POWTS) and holding tanks installation and maintenance programs including oversight of inspections relating to construction.
- Conducts on-site inspections relating to construction and other land and structural use for compliance with county and state land use regulations.
- Reviews matters going before the Board of Adjustment, schedules public hearings, prepares minutes, and provides testimony when needed.
- Administers and maintains Buffalo County's uniform numbering system.
- Issues and tracks zoning permits in compliance with the Zoning Ordinance and provides information on UDC inspection requirements.
- Investigates zoning complaints and compliance with ordinances on permits involving multiple ordinances or that are non-routine.
- Provides information to the public, private industry, and public agencies on general zoning and sanitary program requirements and land use ordinances.
- Assists in administration, implementation, and enforcement of all ordinances within the Land Management Department.
- Reviews Certified Survey Maps (CSM) for compliance with Buffalo County Ordinances.
- Assists with the preparation of the Wisconsin Fund Grant application and related program requirements.
- Assists with drafting resolutions and developing ordinances and amendments for presentation.

Minimum Training, Experience, and Qualifications Required to Perform Essential Job Duties:

- High school diploma or equivalent and a bachelor's degree in land use, planning, zoning, natural resource management, administration, environmental engineering, geology, or a related field, with at least two (2) years of related work experience; or an equivalent combination of education, training, and/or experience that provides the necessary knowledge and skills to successfully perform the duties of the position.
- A valid driver's license and availability to an insured vehicle.
- Familiarity and/or knowledge with soil science, geographical information systems, aerial photography interpretation, and applicable laws and regulations relating to land use
- Credentialing from Department of Safety and Professional Services for private on-site wastewater system (POWTS) inspector or ability to acquire within six (6) months of employment.
- Credentialing from Department of Safety and Professional Services for Certified Soil Tester (CST) or ability to acquire within one (1) year of employment.
- Advanced computer skills are required.

Physical Demands:

The physical demands described herein are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This is largely a sedentary role; however, some filing is required. This would require the ability to move files, open filing cabinets and bend or stand, as necessary. Needs to frequently communicate with others verbally and in written form in a variety of settings and must be able to exchange accurate information. Must be able to apply established protocols in a timely manner. Must be able to make physical site visits and travel as appropriate.

Work Environment:

This job operates in a professional office environment as well as out in the field. This job routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. Field work is performed in all types of weather, including rain, snow, and extreme cold and heat as well as varying terrain. Exposure to dust, odors, toxic agents, noise, mechanical and traffic hazards is rare. Exposure may cause some discomfort and presents little risk of injury. Personal protective equipment is utilized.

Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

Employee Acknowledgement:

I have received, reviewed and fully understand this position description. I further understand that I am responsible for the satisfactory execution of the essential duties and responsibilities as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary, and this document superseded all prior descriptions. I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my position description, from time to time. I understand that this does not constitute an employment agreement.

Employee Printed Name

Employee Signature

Date

Home Committee Approval: June 2023
HR Committee Approval: June 2023