



**Title: Deputy Land & Resource Director /
Zoning Administrator**

FLSA Status: Exempt

Department: Land and Resource Management

Updated: 3/21/2023

General Definition of Work

Performs difficult work leading various aspects of the Land and Resource Management department including administration of the zoning, shore land, subdivision, septic, floodplain and solid waste ordinances; development and implementation of the comprehensive land use plan and water plan; and administration of grant and loan programs; acting as the primary staff person for the Planning Advisory Commission and Board of Adjustment and interacts directly with the County Board of Commissioners, and related work as apparent or assigned. Work is performed under the general direction of the Land and Resource Management Director.

Supervision is exercised over all departmental employees.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Administers, interprets, enforces, and maintains zoning, shore land, subdivision, septic, floodplain, solid waste, and water surface ordinances; reviews and approves administrative permits for land use, shore land alteration, on-site septic systems and minor subdivisions of land.
 - Participates actively in the Planning Advisory Commission and Board of Adjustment meetings by setting agendas and drafting reports, as well as by making presentations and recommendations on applications.
 - Assists in the administration of all grants and contracts held by the County through the department including managing budgets, drafting applications and contracts, and reporting on activities and expenditures.
 - Maintains significant interactions with homeowners, contractors, developers, real estate agents, title companies, mortgage underwriters, attorneys, subdivision associations, lake associations, state agencies, and the media on a variety of topics related to land use, natural resources, and planning.
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Knowledge, Skills and Abilities

Comprehensive knowledge of planning practices, environmental issues and legal principals as these relate to land use and development; ability to interpret and analyze technical and statistical information and to prepare and present technical oral, written, graphical reports; general understanding of financial principles including budgeting and evaluating expenses and revenues; excellent skill communicating graphically, orally, and in writing; ability to maintain effective working relationships with associates, government officials, other agencies and the general public; general knowledge of public processes including a basic understanding of standard rules of order and experiences with public or board meetings.



Minimum Qualifications

Bachelor's degree in Community Development, Urban or Land Use Planning, Civil Engineering, Environmental Science, Natural Science, or related field, and five years of progressive experience in planning, public administration, zoning enforcement, or equivalent combination of education and experience.

Special Qualifications

Valid driver's license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Regular
Up to 25	Occasional
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom



Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Frequent
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

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.