



Title: Land Use Specialist I

FLSA Status: Non-Exempt

Department: Land and Resource Management

Updated: 3/31/23

General Definition of Work

Performs intermediate work inspecting sites for compliance with County land use controls ordinance, including Subsurface Sewer Treatment Systems (SSTS), zoning, feedlot, floodplain, solid waste codes, and related work as apparent or assigned. Work is performed under the general supervision of Land and Resource Management Director, or designee.

Essential Functions

To perform this job successfully, an individual must be able to satisfactorily perform each essential function, as assigned. 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.

- Assists in the administration, implementation, and enforcement of County Land Use Controls Ordinance.
- Responds to public on general questions and issues related to land use.
- Performs site inspections and consultations, interacting with landowners and contractors.
- Reviews zoning, feedlot, septic and shoreland alteration permit applications and proposals.
- Assists in development, review and adoption of land use policy and ordinances including SSTS, Feedlot, Floodplain and Solid Waste ordinances.
- Administers SSTS ordinance code compliance, including inspecting SSTS installation, design reviews, soil verification, reporting and research.
- Administers the feedlot program; prioritizes, inspects, enforces and monitors feedlots; provides data for the completion and submittal of required reports to state and local agencies.
- Assists with development and implementation of plans and actions for water and natural resource protection.
- Assists with implementation of county's Aquatic Invasive Species (AIS) prevention plan.
- Assists with enforcement of Riparian Buffer regulations
- Compiles information and conduct research for department.
- Assists department with GIS and mapping projects.
- Answers phone and email, assist with clerical duties.

Knowledge, Skills and Abilities

General knowledge of departmental programs, policies and terminology; general knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of GPS, GIS, and mapping; general knowledge of business English, spelling and arithmetic; ability to communicate ideas effectively in both oral and written forms; ability to gather and give basic information



and instructions on departmental programs; ability to read and understand moderately detailed policies, procedures and job related materials; ability to make arithmetical calculations; ability to operate a variety of office and computer hardware and software, and produce documents and correspondence; ability to compute rates, ratios and percentages; ability to follow oral and written directions; ability to establish and maintain effective working relationships with associates, and the general public.

Minimum Qualifications

Associate or Technical degree with coursework in Environmental/Natural Resource Studies, theory and practical effects of planning, zoning, and land use, or related field with customer service experience, or equivalent combination of education and experience. Bachelor's degree preferred.

Special Qualifications

Subsurface Sewage Treatment System Inspector within two years.
MPCA's New Feedlot Officer Training to be completed within one year (if assigned feedlot responsibilities)
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 most of the time but may walk or stand for some periods of time.
- This classification involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

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.