



**Title: Land and Resource Director**

**FLSA Status: Exempt**

**Department: Land and Resource**

**Updated: 11/2022**

### **General Definition of Work**

Performs complex work overseeing all aspects of the Land and Resource Management office 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 County Coordinator and Board of Commissioners.

Supervision is exercised over all department personnel.

### **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 and oversees all operations within the Land and Resource Management Department including supervision of employees and contractors, budgeting, and approving expenses.
- 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, and septic disposal.
- Administers 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.
- Acts as the primary staff person for the Planning Advisory Commission and Board of Adjustment setting agendas, drafting reports and making recommendations on applications.
- Develops and implements the Comprehensive Land Use and Water Plan.



### **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 and written reports; general understanding of financial principles including budgeting and evaluating expenses and revenues; excellent skill communicating 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.

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### **Minimum Qualifications**

Bachelor's degree and moderate experience, or a combination of equivalent education and experience.

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### **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	Seldom
Up to 50	Occasional
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Occasional
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
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.*