



JOB DESCRIPTION

Zoning Administrator
July 2022

Job Title:	Zoning Administrator	Employment Classification:	Non-Exempt
Department:	Administration	FSLA Category:	Full-Time
Reports To:	City Administrator or designee	Pay Type:	Hourly

POSITION SUMMARY

Under general direction; performs work of moderate difficulty in the preparation and review of rezoning, conditional use permits, planning studies and projects; provides technical expertise to the Planning Commission in short-term and long range planning, ordinance adoption, zoning control decision making and site plan review and approval; provides technical assistance to the Zoning Board of Appeals, provides planning/zoning assistance to the citizens of Richland Center, performs other duties as assigned. This position works closely with the City Administrator and applicable departments in the development of City policy and administration related to planning and zoning in Richland Center.

ESSENTIAL DUTIES & RESPONSIBILITIES

Administration and Enforcement of Zoning Ordinances

- Ensures development and implementation of the City's Comprehensive Plan and all other masterplans. Recommends updates and maintenance of Comprehensive Plan, Zoning Code and other land development regulations.
- Reviews development and redevelopment plans and applies provisions of the ordinances and codes to determine compliance with such regulations. Identify and resolve critical issues affecting complex building and development permit applications for compliance with City regulations.
- Conducts reviews of various development applications including plats, permits, site plans, variance and rezoning requests. Prepares maps, visuals, drawings, presentations, analyses and project narratives.
- Reviews and revises applicable codes, policies, and ordinances as needed or as directed.
- Conducts technical research, analyzes data, evaluates findings, identifies significant issues, determines options, and develops staff recommendations.
- Maintains records – including correspondences with residents on inquiries and complaints and official records of important issues, violations, decisions, and contacts.
- Applies codes, laws, standards, and regulations to ensure applications and development are in compliance with City ordinances and development standards of various departments, as well as policy direction from City Council, commissions, and committees.
- Administers the issuance of all zoning use permits; creates and maintains related records.
- Provides technical expertise, oversight and guidance in the investigation of zoning complaints; works toward compliance in cases of Zoning Ordinance violations.
- Maintains permanent and current records of the Zoning Ordinance including, but not limited to, all maps, amendments, conditional uses, variances, appeals, addressing and applications thereof.



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- Performs field inspections to verify land and improvement information for forming accurate representations of the physical and man-made environment.
- Disseminates information to those individuals and entities having questions concerning any City Zoning Ordinance.

Planning Commission and Board Relations

- Forwards to the Plan Commission applications for zoning changes, land divisions, conditional uses, Planned Development Districts, and applications for amendments to the ordinance.
- Provides technical assistance to the City Plan Commission and coordinates the preparation of all necessary reports as required by the Commission; initiates amendments to the zoning ordinance as necessary.
- Prepares agendas and materials and records minutes for the Planning Commission meetings.
- Prepares and creates presentation materials and report graphics including slide shows, photographic arrays, and mapping.
- Assists as necessary with review and processing of commercial, industrial and multi-family site plans and sign permits.
- Attends Plan Commission, Board of Appeals and other meetings as deemed necessary by the City Administrator or designee.
- Complies with all open meeting, public hearing and notice requirements concerning the execution and enforcement of all City Ordinances.
- Disseminates notices of public hearings, conditional use permits, variances, and land splits.

Zoning Board of Appeals

- Forwards all appeals regarding enforcement of the Zoning Ordinance and applications for variances to the Zoning Ordinance to the Board of Appeals.
- Provides technical assistance to the Board of Appeals on all matters and prepares necessary reports as required by the Board.

Code Enforcement

- Responsible for Code Enforcement in the City of Richland Center, conducts field inspections and special investigations to ensure compliance with various municipal ordinances.
- Assists in the development or revisions of City ordinances.
- Coordinates inspections of buildings requiring joint inspection with other public agencies such as health department, fire department, police/sheriff's department and other appropriate agencies.
- Assists Building Inspector in local zoning code violations.
- Establishes and maintains necessary code violation records and files and provide monthly reports to the City Council.
- Attends meetings of municipal departments, agencies or other relevant entities as requested.
- Appears and testifies in the municipal or circuit court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Takes initiative and leads by example.
- Detailed, resourceful and solution focused.



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- Consistently evaluates processes to identify opportunities for improvement.
- Ability to navigate complex technical information and situations.
- Ability to work independently and act as a highly motivated team player promoting collaboration within and outside of the organization.
- Thorough knowledge of zoning ordinances and other ordinances of the City of Richland Center and the State of Wisconsin.
- Ability to interpret and enforce same.
- Knowledge of land use policies and practices and the principals of urban development.
- Ability to effectively interact and communicate with the general public, City officials and City employees and to enforce codes with impartiality and tact.
- Ability to accurately read and interpret plans, specifications and blueprints and compare these with construction in all stages.
- Working knowledge of various computer programs like Microsoft Office Suite (Outlook, Word, Excel), ArcGIS, and Property Assessments, and the ability to incorporate this technology into daily record-keeping and reporting responsibilities.
- Must possess excellent writing, public speaking and presentation skills and ability to do thorough research and to effectively deliver public presentations before public bodies to represent the City in a professional and positive manner.

REQUIRED EXPERIENCE, EDUCATION AND TRAINING

- Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Planning, Urban and Regional Studies, Engineering, Architecture, Criminal Justice or closely related field.
- Background in land surveying, construction, or regulatory enforcement preferred.
- Must be available for duty beyond normal work day as required to attend public hearings or other special meetings related to overall job component.
- Must possess and maintain a valid Wisconsin driver's license.

SUPERVISION/DECISION MAKING: Does not supervise other employees. Decisions affect the operation of the entire City. Receives administrative direction, works within overall policies, goals, and budget limits with direct accountability for final results.

PHYSICAL DEMANDS: Some duties require an employee to work under extreme weather conditions and environmental conditions of work site; be exposed to hazardous work environments; to work outdoors as well as in an office. Position is primarily performed in an office setting.

The City of Richland Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. In addition, the City



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reserves the right to add, change or delete functions of this position at any time. This job description supersedes all previous job descriptions for this position.