



JOB DESCRIPTION

Zoning Administrator

August 2025

Job Title:	Zoning Administrator	FLSA Status:	Exempt, Full-Time
Department:	Administration	Work Location:	Municipal Building & Field
Reports To:	City Administrator or designee	Wage:	DOE/DOQ

POSITION SUMMARY

The Zoning Administrator performs professional-level work in planning, zoning, and code enforcement under general direction. This position provides technical expertise and guidance to the City's Planning Commission, Zoning Board of Appeals, and City staff in the areas of land use, zoning compliance, ordinance administration, and long-range planning. The Zoning Administrator also serves as a primary point of contact for residents and developers, ensuring the consistent application of zoning regulations and City policies.

ESSENTIAL DUTIES & RESPONSIBILITIES

Zoning Administration and Planning

- Administer and enforce the City's Comprehensive Plan, Zoning Code, and other land development regulations.
- Review development and redevelopment plans, permit applications, plats, and site plans for compliance with City ordinances.
- Conduct technical research, analyze data, and prepare staff recommendations for the Planning Commission and Common Council.
- Identify and resolve issues affecting building and development applications.
- Prepare and update maps, visual aids, presentations, and project narratives.

Code Enforcement and Compliance

- Oversee all zoning-related code enforcement activities, including field inspections and special investigations to ensure compliance.
- Investigate and work toward the resolution of zoning ordinance violations.
- Coordinate with other public agencies (e.g., health, fire, police) for joint inspections as needed.
- Maintain comprehensive records of code violations, inquiries, and enforcement actions.
- Issue citations, appear and testify in circuit court to obtain compliance with laws and ordinances.

Commission and Board Relations

- Serve as the primary technical advisor to the Planning Commission and Zoning Board of Appeals.
- Forward applications for zoning changes, conditional uses, variances, and appeals to the appropriate boards.
- Prepare and distribute agendas, materials, and minutes for meetings, ensuring compliance with all open meetings and public hearing requirements.
- Represent the City professionally in public hearings and meetings by delivering effective presentations.

Community Engagement

- Provide accurate and helpful information to the public regarding zoning ordinances, applications, and procedures.
- Maintain a positive and professional demeanor when interacting with residents, officials, and other city employees.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of zoning, land use, and urban development codes, policies, and principles.
- Ability to interpret and apply zoning ordinances, state statutes, and local regulations consistently and impartially.

- Strong analytical and problem-solving skills, with the ability to manage multiple complex projects simultaneously.
- Skilled in reading and interpreting plans, specifications, and blueprints.
- Excellent written and verbal communication, public speaking, and presentation skills.
- Ability to work independently and collaboratively as a highly motivated team player.
- Resourceful, detail-oriented, and proactive with a focus on problem-solving.
- Strong interpersonal skills, with the ability to collaborate with internal teams, residents, developers, and public agencies.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel) and geographic information systems (GIS) such as ArcGIS, and Catalis.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Planning, Urban and Regional Studies, Engineering, Architecture, Criminal Justice, or a related field.
- Must possess and maintain a valid Wisconsin driver's license.
- Flexibility to work beyond normal business hours to attend official meetings and public hearings.

DESIRED QUALIFICATIONS

- Background in land surveying, construction, or regulatory enforcement.

SUPERVISION/DECISION MAKING

This position does not actively supervise other employees. Routinely exercises independent decision making that impacts the operation of the City and require sound judgment, professional discretion, and adherence to legal and policy requirements. Receives administrative direction, works within overall policies, goals, and budget limits with direct accountability for final results.

PHYSICAL DEMANDS

- Work is performed both in an office and in the field, requiring mobility to inspect sites, navigate construction areas, and access properties.
- May involve walking, standing, climbing stairs, bending, reaching, and lifting objects up to 25 pounds occasionally.
- Must be able to operate a motor vehicle safely to travel between work sites.
- Exposure to varying weather conditions, uneven terrain, and potential environmental hazards is possible during field inspections.
- Office work requires prolonged sitting, computer use, and repetitive hand movements.

Equal Employment Opportunity and ADA Compliance: The City of Richland Center is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status. The City will provide reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act.

Notice: This job description does not constitute an employment agreement between the City and the employee. This job description is intended to describe the essential functions and minimum qualifications of the position. It is not intended to be an exhaustive list of all duties, responsibilities, or requirements. The City reserves the right to modify this job description at any time, with or without notice. This job description supersedes all previous job descriptions for this position.
