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

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**POSITION SUMMARY**

The Zoning Administrator performs professional-level work in planning, zoning, and code enforcement under the general direction of the City Administrator. 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**

The following duties are representative of the work performed in this position. Other duties may be assigned as needed.

**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, CSMs/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 applicable 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 professional and respectful demeanor when interacting with residents, officials, and other City employees.
- Foster positive relationships with community stakeholders, developers, and interagency partners.

### **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.
- Ability to read and interpret plans, specifications, and blueprints.
- Excellent written and verbal communication skills, including public speaking and formal presentation.
- Ability to work independently and collaboratively as a highly motivated team player.
- Strong attention to detail and a proactive approach to identifying and resolving issues.
- 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.

### **REQUIRED QUALIFICATIONS**

- Bachelor's Degree in Planning, Urban and Regional Studies, Engineering, Architecture, Criminal Justice, or a related field. A related field includes disciplines with coursework in land use, public administration, environmental science, or law.
- Minimum of 2–3 years of experience in municipal planning, zoning administration, code enforcement, or a closely related field, or an equivalent combination of education and experience.
- Must possess and maintain a valid Wisconsin driver's license.
- Availability for evening meetings of the Planning Commission, Zoning Board of Appeals, and Common Council which are held on a regularly scheduled basis.

### **DESIRED QUALIFICATIONS**

The following qualifications are preferred but not required. Candidates who do not meet all desired qualifications are still encouraged to apply.

- Active certification as an American Institute of Certified Planners (AICP) member, or progress toward certification.
- Experience with Wisconsin-specific land use statutes (e.g., Wis. Stat. Ch. 62, 66).
- Background in land surveying, construction, or regulatory enforcement.

### **SUPERVISION/DECISION MAKING**

This position does not actively supervise other employees. The Zoning Administrator routinely exercises independent professional judgment on matters that impact the operation of the City, and is expected to demonstrate sound discretion, impartiality, and adherence to legal and policy requirements. This position receives administrative direction and operates within overall policies, goals, and budget parameters with direct accountability for results.

### **PHYSICAL DEMANDS**

The physical demands described below are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

- Work is performed both in an office environment and in the field, requiring mobility to inspect sites, navigate construction areas, and access properties.
- May involve walking, standing, climbing stairs, bending, reaching, and occasionally lifting objects up to 25 pounds.



- Must be able to operate a motor vehicle safely to travel between work sites.
- Field work may involve exposure to varying weather conditions, uneven terrain, and potential environmental hazards.
- Office work requires extended periods of sitting, computer use, and repetitive hand and wrist 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, veteran status, or any other protected status under applicable federal, state, or local law. The City is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable Wisconsin law. Applicants requiring accommodations during the hiring process should contact the City Administrator.

### **NOTICE**

This job description does not constitute an employment agreement between the City and the employee. It is intended to describe the essential functions and minimum qualifications of the position and is not an exhaustive list of all duties, responsibilities, or requirements. The City reserves the right to modify this job description at any time. This description supersedes all previous job descriptions for this position.