

**WASHBURN COUNTY
ZONING ADMINISTRATOR
POSITION DESCRIPTION**

POSITION DESCRIPTION		Position #: 5699.024.01	
Class Title: Zoning Administrator		Full Time / FLSA Status: Exempt	
Department: Zoning	Location: Shell Lake Courthouse	Pay Range: P-18-1950	Date: 07/1997, 6/2024

OVERVIEW OF THE POSITION:

The ZONING ADMINISTRATOR is the principal staff person responsible for enforcing the Washburn County Zoning Ordinances and related state and federal regulations including but not limited to comprehensive zoning, shore land zoning, subdivision control, floodplain zoning, private on-site wastewater treatment system regulation, and nonmetallic mining. The ZONING ADMINISTRATOR is the first line of contact for all land use permit applications. The ZONING ADMINISTRATOR assists applicants, issues permits, conducts enforcement actions, educates the public about the requirements of the Washburn County Zoning Code. Additionally, the ZONING ADMINISTRATOR assists the County Zoning Committee, the County Board, County Board of Adjustment and other administrative departments as needed. The ZONING ADMINISTRATOR performs administrative, professional, regulatory, and technical work related to the County's land use and development review process. The ZONING ADMINISTRATOR shall administer the ordinances, rules and regulations literally and shall not have the power to permit any land development that is not in conformance with the applicable laws. The position requires considerable judgement and tact in literal administration and enforcement.

PRIMARY DUTIES AND RESPONSIBILITIES: (Illustrative only)

The following duties are normal for this position within the Zoning Department. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned or required.

- Prioritizes and assigns work. Supervises staff activities. Reviews work and evaluates employee work performance. Advises employee regarding policies and procedures. Recommends employee selection, discipline and discharge. Approves employee vacation, holiday and sick leave requests, in accordance with the applicable employee handbook.
- Oversees review and issuance of sanitary permits. Conducts site inspections and soil evaluation for sanitary permits for on-site septic systems.
- Oversees review and issuance of land use permits.
- Oversees review of rezoning applications and conditional use requests and prepares staff reports for review by the applicable committees.
- Reviews variance applications to determine appropriateness. Works with property owners during variance application process. Advises on applicable standards and departmental practices relative to variance requests.
- Investigates and takes appropriate action in regard to complaints received regarding potential violations of ordinances, statutes or regulations over which the Zoning office has jurisdiction.

- Monitors and inspects properties to confirm compliance with Conditional Use Permits.
- Works directly with Corporation Counsel to prosecute violations of ordinances over which the Zoning Department has jurisdiction. Prepares documents and evidence for court cases. Testifies in court.
- Assist Corporation Counsel and/or outside Counsel with any claims or lawsuits filed involving the Zoning Department.
- Assists Corporation Counsel with drafting ordinance amendments for the Zoning Department. Attends and participates in meetings and hearings regarding zoning and sanitation matters. Prepares and delivers reports.
- Prepares and monitors department budget. Approves vouchers and purchases in accordance with County administrative policies.
- Supports Washburn County Core Values throughout all levels of department decision making. Develops customer service as an integral part of department operations.
- Maintain departmental competence and credentials through training and study including an up to date knowledge of all state and federal rules and regulations related to applicable land use, water and air quality, and sanitary standards.

EXPERIENCE AND TRAINING REQUIRED:

Four-year degree with training in land records and physical sciences, three to five years land use administration experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin motor vehicle operator's license, certified soil tester and POWTS inspector license required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- **Language Ability and Interpersonal Communication**
 - Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.
 - Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
 - Ability to utilize a variety of advisory and design data and information such as zoning applications, land use requests, sanitary permit applications, site and soil evaluations, citations, inspection reports, personnel performance evaluations, ordinances, plumbing codes, land use regulations, computer software operating manuals, soil testing manuals, meeting minutes, meeting agendas and non-routine correspondence.
 - Ability to communicate orally and in writing with related Governmental Agencies or Public Interest groups.
 - Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.
- **Judgment and Situational Reasoning Ability**
 - Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
 - Ability to exercise the judgment, decisiveness and creativity required in situations

involving the direction, control and planning of an entire program or multiple programs.

PHYSICAL DEMANDS:

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, measuring tape, soil auger, laser levels, camera, shovel, telephone, calculator and computer terminal.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing and drilling.

Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as irate individuals, intimidation, temperature variations or extremes, odors, disease and/or dust may cause discomfort and poses a limited risk of injury.

CLOSING STATEMENT:

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the right of the supervisor to assign, direct and control the work of employees under supervision. The County retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgement, to be proper.

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. The duties are subject to change by the employer as the needs of the employer and requirements of the job change.

Revision History: 07/1997, 08/2023, 06/2024,
09/2025