

YANKTON COUNTY

JOB DESCRIPTION

Job Title:	Zoning Administrator
Reports To:	County Commission
Classification:	Exempt
Introductory Period:	180 Days
Self-Termination Notice Expectation:	Two Weeks

General Statement of Responsibilities

- Performs duties as assigned by the County Commission
- Creates, writes, updates, interprets, and enforces policies, procedures, and ordinances pertaining to zoning
- Reviews plats for conformance with the County's comprehensive plan and land use policies
- Serves as the County's liaison and first point of contact for any person, business, or government agency initiating property development within the County's jurisdiction
- Acts as the County's liaison with municipal planning commissions
- Serves as staff to the Yankton County Planning Commission
- Assists the public with application procedures, including building permits, variances, and conditional uses
- Works with the Director of Equalization and other County officials to update property development information and E911 addresses
- Advises the County Planning Commission on changes to land use regulations and policies
- Maintains accurate and current records pertaining to all zoning related applications
- Conducts personal inspections of property to verify compliance with County regulations
- Reviews and evaluates environmental assessment requests in relation to their conformance with County land use plans and policies

Supervisor Responsibilities

- May supervise interns or other temporary employees
- May supervise clerical support personnel, as assigned

Minimum Qualifications

- High school diploma or GED and experience with land use regulation enforcement
- College coursework or degree in public administration, planning, or closely related field
- Ability to perform data entry and work processing functions using computer technology

Other Requirements

- Ability to deal effectively with the public

- Ability to read, analyze, and interpret legal descriptions, maps, and other material associated with land development activities, including technical drawings and diagrams
- Ability to write reports and correspondence, which effectively communicates county policies and positions
- Ability to calculate figures and amounts such as area, circumference, proportions, and percentages
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to effectively present information and respond to questions from individuals or groups
- Must have a valid Driver's License

Certification

I hereby certify that I have read and accept the duties and obligations associated with this position.

Signature of Employee

Date

