

YANKTON COUNTY

JOB DESCRIPTION

Job Title:	Deputy County Economic Development and Zoning Administrator
Reports To:	County Economic Development and Zoning Administrator (Department Administrator)
Classification:	Non-Exempt
Introductory Period:	180 Days
Self-Termination Notice Expectation:	One Month

General Statement of Essential Tasks (may not include all of the functions performed)

- Performs duties as assigned by the Department Administrator
- Performs written correspondence preparation, department form distribution, record filing, and document maintenance duties
- Compiles information on development proposals and projects
- Maintains accurate and current records pertaining to all zoning, drainage, or related applications
- Supports the County's public information efforts, related to economic and community development
- Monitors the application process and administration of state or federal development assistance, if Yankton County is the applicant or recipient
- Supports the County's involvement with flood plain management, storm water and drainage issues
- Assists in creating, writing, updating, interpreting, and enforcing policies, procedures, and ordinances pertaining to zoning, drainage and public nuisances
- Reviews plats for conformance with the County's comprehensive plan and land use policies
- Acts as the County's liaison with municipal planning commissions, in the absence of the Department Administrator
- Serves as a resource to the Yankton County Planning Commission
- Assists the public with application procedure information, concerning building permits, variances, and conditional uses
- Works with the Director of Equalization and other County officials to update property development information and E911 addresses (as assigned)
- Conducts field investigations, inspects properties for violations and attempts to make contact to resolve the violations and verify compliance with County regulations
- Enforces County ordinances and informs property owners about compliance procedures
- Receives, documents, and responds to public complaints and reports on alleged violations of County Ordinances
- Assists in reviews and evaluates environmental assessment requests in relation to their conformance with County land use plans and policies

Supervisory Responsibilities

- Supervises interns or other temporary employees, under the direction of the Department Administrator
- Oversees consultants working on behalf of the County, under the direction of the Department Administrator

Minimum Qualifications

- College coursework or degree in public administration, planning, or closely related field
- Ability to perform data entry and word processing functions using computer technology
- Designation as a Certified Flood Plain Manager within two years of employment (if required)
- Ability to work cooperatively and maintain effective professional relationships
- Ability to work independently, with minimal supervision
- Ability to take direction and follow established County policies and procedures

Other Requirements

- Ability to interact and communicate effectively with commission members, County officials and the public
- Ability to give full considerations to all aspects of a project, including the financial, environmental, and health impacts of the entire county
- Ability to read, analyze, and interpret legal descriptions, maps, and other material associated with land development activities, including technical drawings and diagrams
- Ability to maintain confidential information
- 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
- Knowledge of, or the ability to quickly acquire a familiarity with, state and County land use laws and legal procedures
- Must have a valid Driver's License
- Physical requirements include the ability to move around construction sites, sitting for long periods of time, driving or riding on extended trips, airplane travel, keyboarding and extended viewing of a computer screen, crouching, reaching and lifting.

Certification

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

Signature of Employee

Date