

**CITY OF CUMBERLAND, WISCONSIN
POSITION DESCRIPTION**

TITLE: **Zoning Administrator**
DEPARTMENT: Planning and Zoning
LOCATION: City Hall
SUPERVISOR: City Administrator
CLASSIFICATION: Non-Exempt
CATEGORY: Regular Part-Time

POSITION SUMMARY: The Zoning Administrator is responsible for interpreting, enforcing, and administering the City's zoning ordinances and related codes under the direction of the City Administrator. The Zoning Administrator provides zoning and land use information to the public and works closely with developers, property owners, and City officials to ensure development is consistent with regulations.

DUTIES AND RESPONSIBILITIES: The duties listed below are representative of 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 as determined by the City Administrator. The City of Cumberland retains and reserves any and all rights to change, modify, amend, add or delete from any section of this document as it deems to be proper.

- Review zoning permit applications for compliance with municipal codes and issue zoning permits.
- Conduct field inspections to ensure compliance with zoning and land use regulations.
- Respond to inquiries and complaints regarding zoning matters.
- Prepare reports and make presentations to the Plan Commission, Zoning Board of Appeals, and City Council as required.
- Assist in updating the City's zoning map and zoning ordinance.
- Maintain accurate and up-to-date zoning records and files.
- Coordinate with Building Inspector and other City staff to ensure consistent enforcement of zoning and building regulations.
- Assist in long-range planning efforts as needed.
- Attend occasional evening meetings as required.
- Other duties as assigned by the City Administrator.

DESIRED MINIMUM QUALIFICATIONS:

- Education: Associate's degree or higher in Urban Planning, Public Administration, Geography, or related field is preferred.
- Experience in municipal zoning administration or enforcement is preferred.
- Strong written and verbal communication skills.
- Ability to work independently and manage time effectively.
- Proficiency in Microsoft Office Suite.
- Valid Wisconsin driver's license.

EQUIPMENT USED: Standard office equipment.

WORKING CONDITIONS: Work is performed in a standard office environment with periodic site visits. This is a part-time position with flexible hours, approximately 10-20 hours per week, with some evening meetings required. Physical demands include occasional walking, bending or light lifting up to 25 lbs.

Signature

Printed Name

Date