

City of Rhinelander
Position Description

Job Title:	Zoning Administrator
Department:	Inspection
Supervisor:	City Administrator
Work Hours:	40+ per week
FLSA:	Exempt
Date:	5/15/2023
Starting Wage:	Grade J: \$27.71 -- \$35.63

GENERAL POSITION SUMMARY:

The Zoning Administrator helps support the City's residents and business through planning and permitting processes and guides the future development of our growing community. The Zoning Administrator enforces and manages the City's zoning ordinance, subdivision regulations and site plan and design provisions, as well as support efforts and initiatives related to future land use, growth, annexation, transportation, parks and recreation, and capital improvements planning. This position works closely with the City Administrator and applicable City departments in the development of City policy and administration related to the City's zoning ordinance and related codes in Rhinelander.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for receiving all permits as applied for, taking into consideration all information required (Ordinances, Zoning & State Code) for submittal.
2. Issue permits once they have been reviewed for the City of Rhinelander and surrounding townships of responsibility.
3. Review that permits meet required zoning ordinances and related codes and approve accordingly with direction from the City Administrator.
4. Receive, research, and compose zoning verification and rebuild letters.
5. Maintain License database system, including insurance records.
6. Coordinates and assigns inspections with various Departments. Consults with building contractors regarding projects.
7. Responsible for updating and creating all permit applications; including Map Amendments, Certified Survey Map and all Zoning related packets and applications.
8. Assist in directing complaints that come into the City Inspection Department to appropriate department if outside of scope.
9. Prepare Agenda, paperwork and mailings for the Planning Commission and Historic Preservation. Composing all NOTICE OF PUBLIC HEARINGS for Map Amendments, Annexations, Conditional Uses and Zoning Board of Appeals Variances. Present materials and reports as required.
10. Attends various meetings of boards and commissions not limited to Planning Commission and/or Council meetings as required.
11. Responsible for monthly and annual reporting; to the Census Bureau, State of Wisconsin, etc.
12. Develops and prepares reports and records; keeps permanent records of inspections made and corrective action taken by entering inspection information into electronic system.
13. Maintains City's Zoning, Subdivision, Uniform Sign, Historic Preservation, and other related ordinances, including relevant maps.
14. Monitor and research statutes and statute changes for inconsistencies with related ordinances.
15. Develops recommendations to the City Administrator regarding zoning and other ordinance amendments, zoning permit fee structures, and zoning forms.

16. Perform other duties and responsibilities within the scope of inspection and zoning administration.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and experience with Microsoft Word and Excel and permitting database systems.
- Ability to analyze data and information using established criteria, to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince, and/or educate others. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize a variety of advisory data and information such as building systems permits, excavation permits, building plans and blueprints, inspection reports, building systems codes, ordinances, maps, directories, assessor files, procedures, guidelines, and non-routine correspondence.
- Ability to interpret basic descriptive statistical reports.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements.
- Ability to communicate professionally and effectively with attorney's office personnel, law enforcement personnel, social services personnel, Health Department, and various local and state agency personnel and other City department personnel as required.

EDUCATION AND EXPERIENCE:

- Minimum qualifications include an associate degree in urban/regional planning, zoning administration, geography, construction management, engineering, public administration, or a related field. Two (2) years of planning experience with a municipality or a consulting firm is preferred.
- Must possess and maintain a valid Wisconsin motor vehicle operator's license throughout duration of employment.
- A deductive, logical system of thought, common in reading and interpreting legal documents.
- An ability to read legal descriptions and similar pertinent documents to zoning administration.
- Knowledge and experience in use of word processing, database, and computer operating systems.

Please submit resume, cover letter
and 3-5 references to:

mgeorge@rhinelanderwi.us

Applications available through:

<http://www.rhinelandercityhall.org>

Information Tab, Employment. Or can be found at

<https://www.governmentjobs.com/>

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