

**Zoning & Building Official
Job Posting
City of Spirit Lake**

The City of Spirit Lake, Iowa is seeking to fill the position of Zoning and Building Official. Duties include the following:

Under direction, provides City enforcement of local, state and federal regulations and policies related to building construction.

Issue building permits, inspect building sites as necessary.

Attends and participates in meetings of Planning and Zoning Commission and the Board of Adjustment.

Maintains and updates zoning map.

Zoning Officer responsible for processing and reviewing applications related to zoning matters and responding to inquiries related to building and zoning matters.

Required Knowledge, Skills and Abilities

Ability to comprehend and interpret and apply statutory and ordinance provisions related to zoning.

Knowledge of material and methods used for building construction.

Ability to perform standard arithmetic and statistical calculations.

Ability to comprehend and interpret maps, plans and blueprints.

Ability to access, comprehend and interpret various building codes.

Ability to communicate clearly and to work effectively with members of the public.

Minimum Education, Training and Experience

High School diploma and five years of work experience in a related field.

Address application, including current resume, to Gregg L. Owens, City Administrator, 1803 Hill Avenue, Spirit Lake, Iowa 51360, by December 22, 2025. Any questions, please email to gregg.owens@cityofspiritlake.org Salary commensurate with qualifications and experience.

The City of Spirit Lake, Iowa is an Equal Opportunity Employer. Females, minorities, veterans and members of other protected classes are encouraged to apply.