

Planning and Zoning Administrator



Dubuque County is seeking applications for a *Planning and Zoning Administrator*

Job Responsibilities

- Ensures fair and uniform administration of land use controls including Zoning, Subdivision, Flood Plain Management, enforcement of these ordinances, as well as periodic review of these ordinances to determine if amendments are needed.
- Organizes and implements a program to update the Comprehensive Plan for Dubuque County.
- Coordinates with the Dubuque County Engineer's Office to issue Entrance Permits and apply for variances with the Board of Supervisors.
- Provides technical assistance to the Board of Adjustment, Zoning Board, and Board of Supervisors on land use matters.
- Provides information and interpretation of land use codes to the Board of Supervisors, general public, builders, architects, and other interested parties.
- Issues Zoning Certificates for new structures, ensures compliance with county ordinances, and collects fees.
- Consults with code violators to resolve problems and correct deficiencies.
- Plans and manages departmental operating budget system, prepares and presents budget recommendations, operates within budget parameters, and adjusts work plans/activities as a result of budget changes.
- Supervises, schedules, and directs the work of employees; makes employment decisions; evaluates employee performance and recommends corrective

Education and Experience

Bachelor's degree in urban planning, engineering, geography or closely related field and four years of experience in zoning enforcement and interpretation: or an equivalent combination of training and experience.

Must possess and maintain throughout duration of employment a driver's license valid in the State of Iowa.

Comprehensive knowledge of the County Land Use Ordinances and environmental codes; ability to read and interpret blueprints, site plans and architectural designs, and to ensure compliance with appropriate codes and ordinances; thorough knowledge of legal procedures related to the enforcement of laws and ordinances; ability to establish and maintain effective working relationships with County officials, contractors, architects, associates, and the general public; ability to enforce ordinances and regulations with firmness, tact and impartiality; ability to plan and supervise the work of subordinates.

Wage and Benefits Information

Pay range: \$59,210- \$74,013

Excellent benefit package to include:

- ◆ Health, dental, and vision insurance
- ◆ Life Insurance
- ◆ IPERS pension
- ◆ Generous leave time

How To Apply

Complete the Dubuque County Application for Employment and e-mail to:

jobs@dubuquecounty.us

Candidates are welcome to include a resume with the application.

Application deadline is Monday August 6th at 5:00 p.m.

Dubuque County Human Resources Department

720 Central Avenue Dubuque, IA 52001

Phone: (563) 589-4445

E-mail: jobs@dubuquecounty.us

List any professional licenses you hold: _____

List computer programs you are familiar with: _____

If applying for a position that requires driving, do you have a valid appropriate driver's license? Yes No

If yes, please give license number _____

You will be expected to provide evidence of appropriate driver's license, subject to validation, prior to employment.

EMPLOYMENT RECORD

Please begin with your present or most recent employer.

Dates employed: _____

Position held: _____

Name and address of employer: _____

Immediate supervisor name and title: _____

Description of duties: _____

Reason for leaving: _____

May Dubuque County contact this employer? Yes No

Dates employed: _____

Position held: _____

Name and address of employer: _____

Immediate supervisor name and title: _____

Description of duties: _____

Reason for leaving: _____

May Dubuque County contact this employer? Yes No

Dates employed: _____

Position held: _____

Name and address of employer: _____

Immediate supervisor name and title: _____

Description of duties: _____

Reason for leaving: _____

May Dubuque County contact this employer? Yes No

Name any relative in the County's employ: _____

Are you a U.S. veteran? Yes No

Have you ever been convicted of a felony? Yes No

If yes to the above question, please explain. A conviction does not automatically disqualify you for employment.

REFERENCES

NAME

E-MAIL ADDRESS

TELEPHONE NUMBER

AUTHORIZATION AND RELEASE

I hereby certify that every statement I have made in this application is true and complete. I understand that intentional false statements made on this application will eliminate me from further consideration for employment or will be grounds of dismissal. I authorize the Dubuque County and all my previous employers to conduct or participate in an investigation of my personal background, work history, educational credentials and criminal record as may be necessary to verify the information provided in my employment application and to determine my fitness to hold the position for which I have applied.

Signature of Applicant _____

Date _____