



**WAUKESHA COUNTY**  
invites applications for the position of:  
**Land Use Specialist**

**SALARY:** \$24.43 - \$32.31 Hourly  
\$1,954.40 - \$2,584.80 Biweekly  
\$50,814.40 - \$67,204.80 Annually

**OPENING DATE:** 06/03/22

**CLOSING DATE:** 06/24/22 04:00 PM

**DESCRIPTION:**

**The Waukesha County Parks and Land Use Planning and Zoning Division is hiring a full-time Land Use Specialist.** The position reviews and processes various zoning and site plan applications and prepares written staff reports for these and other planning and zoning matters. Position will also be responsible for some code enforcement.

Waukesha County is located in the southeast corner of Wisconsin within the Milwaukee Metropolitan area, two hours northwest of Chicago, 30 minutes from downtown Milwaukee and approximately one hour from Madison. The County population is 390,000. Waukesha County is one of the fastest growing counties in Wisconsin.

About Us

Waukesha County prides itself on operating in a business-like manner and is recognized as a leader delivering high quality services with competence and skill. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the wellbeing of our staff and the citizens we serve. Employees are provided professional development opportunities and encouragement to learn and practice continuous improvement and LEAN principles as we regularly ask ourselves "Is there a better way?"

Rewards & Recognition

The starting hourly rate range is \$24.43 to \$28.37 (depending on qualifications; full range extends to \$32.31) coupled with a comprehensive benefits package including health, dental, vision, life insurance, generous paid time off, participation in the Wisconsin Retirement System, amongst many other benefits. Employee well-being is promoted through a balanced work-life culture and through an exceptional employee wellness program that offers a variety of programs and tools to help promote an employee's wellness and health, including an on-site health & wellness clinic.

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A resume is required to complete your application but not in lieu of fully completing the application.

Prior to hiring, the final candidate is required to pass work/education/certification reference(s) and a criminal background and driver's license check.

**EXAMPLE OF DUTIES:**

Under supervision, the Land Use Specialist performs professional work reviewing, interpreting, and enforcing zoning applications and codes, to provide technical information to the public on zoning and land use matters, and to perform other duties as required.

1. Provides technical information and assistance to the public concerning zoning ordinances, land division laws, land use planning, permit and appeal processes, and other related land use regulations.

2. Investigates possible violations of zoning codes; determines compliance, notifies owner and, where necessary, recommends corrective action and sets deadlines.
3. May conduct and attend public hearings; and research and prepare written findings of fact and recommendations on zoning ordinance amendments, conditional uses, and board of adjustment cases.
4. Prepares and presents reports and recommendations to the management staff.
5. Issues reports and corresponds with parties to comply with zoning ordinances and/or to alter the structure or site to comply with the ordinance; and may issue citations for non-compliance.
6. Reviews, researches, and approves zoning and business plans of operation permits which are in conformance with zoning codes and approved conditions.
7. Performs field inspections as part of the zoning and business plan of operation permit processes, and to investigate zoning and land use violations.
8. May appear as a witness in an appeal hearing or court in regard to violations of zoning codes and regulations.
9. May maintain GIS data files for zoning and land use information; maintain zoning and land use maps; process standard and custom map requests; and perform various other technical mapping duties.
10. May perform wetland delineations and determinations, and provide technical assistance on the application of shore land and wetland regulations.
11. Establishes and maintains effective working relationships with state and local agencies, officials, and the public.
12. Performs other duties as required.

## **MINIMUM QUALIFICATIONS:**

### Essential Knowledge and Abilities

1. Considerable knowledge of applicable laws, codes, and ordinances governing land use planning and zoning.
2. Working knowledge of modern principles and practices of land use planning, zoning, and other related land use issues.
3. Working knowledge of zoning and planning research and investigative techniques.
4. Working knowledge of the principles and practices of cartographic drafting.
5. Working knowledge of the use and application of GIS technology in land use planning.
6. Working knowledge of the principles and practices of cartographic drafting.
7. Ability to analyze and interpret construction plans, maps, and zoning laws, ordinances, and regulations.
8. Ability to secure facts through investigations and inspections and to effectively analyze and interpret them.
9. Ability to maintain accurate and complete records and to prepare clear and detailed oral and written reports.
10. Ability to establish and maintain effective working relationships with state and local agencies and officials, and the public.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to communicate effectively, both verbally and in writing.

### **You must meet these minimum Training and Experience requirements:**

Graduation from a recognized college or university with a bachelor's degree in planning, architecture, engineering, landscape architecture, geography, or closely related field.

## **SUPPLEMENTAL INFORMATION:**

Waukesha County is committed to equal opportunity and nondiscrimination in employment and

adheres to all Federal, State and County Equal Employment Opportunity laws, policies, plans, rules, regulations and ordinances. The County recognizes and accepts its important leadership role in providing for equal employment/service opportunities for minorities, women, and persons with disabilities. It is the express policy of Waukesha County to promote equal employment opportunity among all who are employed by Waukesha County and who seek employment with Waukesha County.

For further information visit: <https://www.waukeshacounty.gov/plu>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.waukeshacounty.gov/jobs>

Position #LandUseSp PLU 06032022  
LAND USE SPECIALIST  
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515 W. Moreland Blvd.  
AC Room 160  
Waukesha, WI 53188  
262-548-7044

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### Land Use Specialist Supplemental Questionnaire

- \* 1. Have you graduated from a recognized college or university with a bachelor's degree in planning, architecture, engineering, landscape architecture, geography, or closely related field?  
 Yes  
 No
- \* 2. Describe your experience or training in zoning ordinance administration and/or zoning code enforcement.
- \* 3. Describe your experience or training in shoreland protection or natural resource protection.
- \* 4. Describe your experience or training in site plan review.
- \* 5. Describe your experience or training in Geographic Information Systems (GIS).
- \* 6. A resume is required to complete your application. Have you attached your resume?  
 Yes  
 No
- \* Required Question