



Career Opportunity

Position:	Deputy Zoning Administrator	Department:	Zoning
Status:	Full-Time	Manager:	David Sadenwasser
Position Grade:	J	Schedule:	Mon - Fri
Salary Range:	\$23.16 - \$26.47 - \$29.78	Hours:	40 hrs / week
FLSA Status:	Non Exempt	Posting Expiration:	Open Until Filled

Position Summary: The Vilas County Deputy Zoning Administrator is responsible for assisting the Zoning Administrator with permitting responsibilities as well as the general operations of the Vilas County Zoning Office. The Deputy performs duties which can involve some independent judgment and initiative within policy guidelines established by the County Board and under the supervision of the Zoning Administrator. All duties and responsibilities are performed under and subject to the review and guidance of the Zoning Administrator and the Zoning and Planning Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists Zoning Administrator with interpretation and enforcement of the County's zoning, sanitary, subdivision, and non-metallic mining and highway setback ordinances. Enforcement duties include, but are not limited to, issuing zoning and sanitary permits, performing field inspections, investigating alleged or suspected ordinance violations and follow thru with them until completion, and reviewing permits to the Zoning Office to ensure compliance with ordinances and state codes.
2. Assists Zoning Administrator with cooperative effort between the Zoning Office and the Corporation Counsel on prosecution of alleged zoning violations.
3. Assists Zoning Administrator as needed, with general operations of the Zoning Office which can include helping to prepare monthly and annual progress reports, helping in the administration of annual budgets, and helping to ensure office compliance with all County programs, policies, and procedures.
4. Provides information and recommendations to the Zoning Administrator on matters such as ongoing projects, alleged ordinance violations, office and field procedures, and amendments to applicable ordinances.
5. Assists Zoning Administrator with providing information to the public on county ordinances, state land use laws and regulations, and other zoning related issues.
6. Provides information and assistance to the public in preparing permit applications, re-zoning requests, and other formal submissions to the Zoning Office.
7. Assists Zoning Administrator with the maintenance of zoning maps, charts, plans, and other graphic materials.
8. Assists Zoning Administrator and in cooperating and coordinating with various local, state, and federal agencies on zoning and land use matters.
9. Reviews zoning permit applications and issues/denies permits.
10. Performs private on-site wastewater treatment system installation inspections.
11. Conducts on-site inspections and performing reviews for shore land alteration permit applications.
12. Investigates complaints and proceeds with follow up.
13. Develops restoration plans.
14. Recommends the issuance of zoning citations.
15. Reviews ordinances as they are applied daily in the field and recommending solutions for any areas of concern.
16. Interprets and locates legal descriptions and parcel numbers.
17. Answers the phone, returns calls.
18. Conducts mitigation follow up.
19. Maintains confidentiality regarding Zoning Office Operations.



Knowledge, Skills and Abilities:

- 4 year Degree in Planning/Zoning is preferred.
- Valid WI driver's license, adequate auto insurance, and a vehicle that allows year-round access to sites throughout Vilas County is required.
- POWTS (Plumbing II) license (within six months of hire) is required
- Certified soil tester's license (CSTM) (within six months of hire) is required.
- In addition to education, one to three years' work experience, or any combination of education and experience that provides necessary knowledge, skills, and abilities to perform the duties of the position.
- Thorough knowledge of zoning, land use, and sanitary ordinances, laws and regulations.
- Ability to communicate politely and effectively in all parts of the job with other employees and officials and members of the general public.
- Knowledge of groundwater management and well code specifications.
- Ability to read and interpret plumber's plans for installation of sanitary systems, construction sketches, legal descriptions, wetland maps, soil maps, state forms applicable to Zoning Office business, plot plans, and certified surveys.
- Ability to properly use tools such as sight levels, slope meters, soil augers, levels, and tape measures.
- Must be proficient in, and display: organization, prioritization, written and interpersonal communication, moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment.
- Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment.
- Complies with applicable federal and state laws, administrative rules, established County procedures and accepted professional standards.

Benefits: *Exceptional medical insurance with Vilas County contributing to, WI Retirement, Life Insurance, paid holidays, PTO. County paid short- and long-term disability insurance. Dental and Vision Insurance also offered.*

Please complete an employment application at www.workforvilascounty.com, attach your resume, and submit to: apply@vilascountywi.gov; fax: 715-479-3799.

Successful candidates must pass a drug screen, background check, and other potential pre-employment requirements.

This posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

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**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
Position Title: DEPUTY ZONING ADMINISTRATOR	Department: Zoning
Immediate Supervisor's Position Title: Zoning Administrator	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: November 2000	Revised Date: August 2013
Oversight Committee: Zoning and Planning Committee	Approved Date:
Approved by: Personnel Committee	Approved Date: HR - 9/16/13

Job Summary:

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SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists Zoning Administrator with interpretation and enforcement of the County's zoning, sanitary, subdivision, and non-metallic mining and highway setback ordinances. Enforcement duties include, but are not limited to, issuing zoning and sanitary permits, performing field inspections, investigating alleged or suspected ordinance violations and follow thru with them until completion, and reviewing permits to the Zoning Office to ensure compliance with ordinances and state codes.
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3. Assists Zoning Administrator as needed, with general operations of the Zoning Office which can include helping to prepare monthly and annual progress reports, helping in the administration of annual budgets, and helping to ensure office compliance with all County programs, policies, and procedures.
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5. Assists Zoning Administrator with providing information to the public on county ordinances, state land use laws and regulations, and other zoning related issues.
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9. Reviews zoning permit applications and issues/denies permits.
10. Performs private on-site wastewater treatment system installation inspections.
11. Conducts on-site inspections and performing reviews for shore land alteration permit applications.
12. Investigates complaints and proceeds with follow up.
13. Develops restoration plans.
14. Recommends the issuance of zoning citations.
15. Reviews ordinances as they are applied ~~daily~~ in the field and recommending solutions for any areas of concern.
16. Interprets and locates legal descriptions and parcel numbers.
17. Answers the phone, returns calls.
18. Conducts mitigation follow up.

19. Maintains confidentiality regarding Zoning Office Operations.
 20. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major Field of study or emphasis: Planning/zoning or related field
<input checked="" type="checkbox"/> 2 Year College Degree	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input checked="" type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input checked="" type="checkbox"/> Preferred <input type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Valid WI driver's license, adequate auto insurance, and a vehicle that allows year round access to sites throughout Vilas County POWTS (Plumbing II) license (within six months of hire) Certified soil tester's license (CSTM) (within six months of hire)

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
One to three years' work experience, or any combination of education and experience that provides necessary knowledge, skills, and abilities to perform the duties of the position.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

<ul style="list-style-type: none"> Thorough knowledge of zoning, land use, and sanitary ordinances, laws and regulations. Ability to communicate politely and effectively in all parts of the job with other employees and officials and members of the general public. Knowledge of groundwater management and well code specifications. Ability to read and interpret plumber's plans for installation of sanitary systems, construction sketches, legal descriptions, wetland maps, soil maps, state forms applicable to Zoning Office business, plot plans, and certified surveys. Ability to properly use tools such as sight levels, slope meters, soil augers, levels, and tape measures. Must be proficient in, and display: organization, prioritization, written and interpersonal communication, moderately difficult math skills, and knowledge and use of contemporary office procedures and equipment. Ability to work independently (without constant supervision and specific assignment) and cooperatively with others, and to work in a stressful and adversarial environment. Complies with applicable federal and state laws, administrative rules, established County procedures and accepted professional standards.
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SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

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This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.



VILAS COUNTY HUMAN RESOURCES DEPARTMENT
 330 COURT STREET, EAGLE RIVER, WI 54521

APPLICATION FOR EMPLOYMENT

Vilas County is an Equal Opportunity Employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, genetic make-up, or any other legally protected status.

INSTRUCTIONS: (please read carefully):

1. A separate application must be completed and submitted for each position in which you seek consideration.
2. Applications will only be accepted for current vacancies. Unsolicited applications will be rejected.
3. Resumes and cover letters may be submitted in conjunction with an application, not in place of.
4. Applications must be fully and accurately completed. "See resume" is not an acceptable response.
5. All offers will be contingent upon the verification of lawful employment status as required by the Immigration Reform and Control Act of 1986 (If hired, you must present documentation establishing your U.S. employment eligibility within three business days of start date).
6. Applicants needing assistance in completing this form should contact the HR Department at 715-479-3797.

Date:	Last Name:	First Name:	M.I.:
Address:		City:	State: Zip:
Cell Phone #:	Home Phone #:	Email address:	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid WI driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid CDL license (if applicable to position applying for)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, CDL Endorsements:	
<i>An arrest or conviction may be relevant if substantially related to the job, but will not necessarily disqualify an applicant from possible employment:</i>			
Do you currently have a pending criminal charge against you or have you ever been convicted of a crime, either a misdemeanor or a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide date(s) and type(s) of charge/conviction(s):	

Position applying for:	Have you ever applied for, or been employed with, Vilas County before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
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How did you learn of this position? Please be as specific as possible.

Date you can start:	Salary/Wage desired:	Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List any friends or relatives working for us:

<u>Education Level</u>	<u>Address</u>	<u>Did you Graduate?</u>	<u>Course of Study/Major</u>
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Military		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional or specialized education (if any):

Please list any additional skills or abilities applicable to the position for which you are applying: (i.e., clerical, computer, mechanical, etc.)

Are you able to perform all the duties of, and work the schedule required for the position you are applying for, with or without reasonable accommodation? Yes No

Former Employers: List below your former employers, starting with the most recent. Please attach an additional sheet if necessary.

<u>Dates</u>	<u>Name & Address of Employer</u> <u>Name of Supervisor</u>	<u>Present or Last Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>

References: List three persons not related to you, whom you have worked with and know your work.

<u>Name</u>	<u>Business</u>	<u>Address</u>	<u>Phone #</u>
1.			
2.			
3.			

Sharing of Application Data: Vilas County encourages the cooperation and collaboration with other Counties. As such, we invite our candidates to allow us to share their applicant information with other Counties for similar positions. Please indicate the Counties with which you authorize our sharing of your data. Please note, your election to share (or not share) your data will not impact our consideration for the position for which you are currently applying.

I authorize Vilas County to share my applicant information with all Counties recruiting for similar positions.

I authorize Vilas County to share my applicant information with only the following Counties for similar positions: _____

I do not authorize Vilas County to share my applicant information with other Counties recruiting for similar positions.

Authorization and Certification:

In considering my application for employment, the County may verify the information on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply any information necessary concerning my background. I understand that any misrepresentation of fact on this application subjects me to disqualification for, or if hired, dismissal, no matter how long after employment the misrepresentation is discovered. I understand that any offer of employment will be contingent upon satisfactory completion of a drug screening, background check (including criminal), and a physical examination at the County's expense if required.

I hereby affirm that the foregoing information is true, complete, and correct to the best of my knowledge and belief without omissions of any kind.

I release and hold harmless Vilas County, its officers, agents, and employees, and the persons providing any supplemental information, from any liability related to the information supplied or obtained during the recruitment and selection process of this application.

If accepted for employment, I agree that I am an "at will" employee. I also understand that Vilas County maintains a drug-free and violence free-workplace.

If this is checked , then I request the County not contact my present employer without my specific consent.

APPLICANT SIGNATURE: _____ DATE: _____

Confidentiality:

I hereby request this application be kept confidential to the degree permitted by Wisconsin law. I understand, however, that if I become a final candidate for a position, this application will be subject to disclosure upon request.

APPLICANT SIGNATURE: _____ DATE: _____

**RELEASE OF INFORMATION
AUTHORIZATION AGREEMENT**

Name _____; Address _____ City _____ Zip _____

TO WHOM IT MAY CONCERN:

I am an applicant for a position with Vilas County. Vilas County needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the Vilas County Human Resources Department.

I hereby authorize any representative of Vilas County bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of Vilas County, whether said records are of public, private, or confidential nature. The intent of the authorization is to give my consent for full and complete disclosure. I reiterate and emphasize the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for Vilas County to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigator files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others, from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of the organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or of Vilas County regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of Vilas County's acceptance and processing of my application for employment, I agree to hold Vilas County, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Vilas County.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by Vilas County in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature. This release is valid for a period of 1 year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature _____

Date _____