



# Planning, Zoning & Conservation Director

## Oneida County

Oneida County is seeking a knowledgeable and collaborative Planning, Zoning, & Conservation Director to lead the administration of county land use and conservation programs.

**SUMMARY OF JOB DUTIES:** This position provides overall leadership and professional oversight for the Planning & Zoning and Land & Water Conservation functions, ensuring programs are administered consistently and in accordance with County ordinances, state and federal regulations, and policy direction established by the County Board and its committees. The Director supervises professional, technical, and administrative staff and serves as the primary technical advisor to the Planning & Development Committee, Board of Adjustment, Conservation & UW–Extension Education Committee, and County Board on land use and conservation matters. Responsibilities include administering and enforcing ordinances related to zoning, shoreland and floodplain management, land divisions, private onsite wastewater systems (POWTS), and nonmetallic mining; reviewing development proposals and permits; coordinating with local municipalities and regulatory agencies; assisting with long-range planning efforts including Comprehensive Plan updates; and overseeing departmental budgeting, reporting, and public communication.

**EXPERIENCE AND QUALIFICATIONS:** Qualified candidates must have a bachelor's degree in Urban or Regional Planning, Natural Resources, Soil Science, Geography, Public Administration, or a closely related field, and at least five years professional experience in planning, zoning, land use regulation, or a related area. A minimum of three years of supervisory or leadership experience is required. Candidates should demonstrate knowledge of applicable local, state, and federal regulations and possess strong communication and organizational skills, including the ability to present technical information to elected officials and the public. Private Onsite Waste Treatment System (POWTS) certification must be obtained within six months of hire, and WI Soil Tester certification within one year of hire. A valid Wisconsin driver's license with good driving record is required. Equivalent combinations of education and experience that provide the required knowledge and abilities will be considered.

**WORK HOURS:** This exempt, salaried leadership position works a minimum of 40 hours per week, mostly during weekdays, but some nights and weekends may be needed to attend meetings.

**WAGES AND BENEFITS:** Starting 2026 salary of \$90,424 to \$124,012, contingent on qualifications. Position includes an excellent benefit package including affordable health insurance, enrollment in the Wisconsin Retirement System benefits and generous Paid Time Off (PTO) with the ability to carryover unused PTO hours into future years.

**HOW TO APPLY:** Complete job description and ***required*** Oneida County application is available at [www.oneidacountywi.gov](http://www.oneidacountywi.gov). Completed applications along with resume and transcripts should be emailed to [jluneburg@oneidacountywi.gov](mailto:jluneburg@oneidacountywi.gov) or mailed to Oneida County Labor Relations Employee Services, Courthouse, P.O. Box 400, Rhinelander, WI 54501.

**Applications will be accepted until the position is filled.**

*Oneida County is an Equal Opportunity Employer*

## **Oneida County Job Description**

**Job Title:** Planning, Zoning & Conservation Director  
**Class Title:** Director  
**Department:** Planning and Zoning/Land and Water Conservation  
**Reports To:** Planning & Development Committee  
Conservation & UW-Extension Education  
**FLSA Status:** Exempt  
**Prepared By:** Karl Jennrich/Planning, Zoning & Conservation Director  
**Prepared Date:** January 2026  
**Approved By:** Jenni Lueneburg/Human Resources Director  
**Approved Date:** January 2026

**SUMMARY** Administers and enforces ordinances and regulations regarding county zoning, land division, sanitary, land use planning and nonmetallic mining. Provides leadership to professional staff and serves as a technical advisor to Committees, Board of Adjustment and the County Board as needed. Oversees and directs the operations and programs of the Land and Water Conservation unit.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### LEADERSHIP & OVERSIGHT

- Provides overall leadership, direction, and professional oversight for the Planning & Zoning and Land & Water Conservation programs. Responsible for ensuring that departmental programs are administered consistently, lawfully, and in alignment with County ordinances, state and federal regulations, and policy direction established by the Planning & Development Committee and County Board.
- Plans, organizes, assigns, and reviews the work of professional, technical, and administrative staff engaged in zoning administration, land division, sanitary, non-metallic mining, and land and water conservation programs. Establishes priorities, ensures timely and accurate completion of work, and promotes consistent interpretation and application of ordinances and regulations.
- Serves as the lead professional and technical advisor to the Planning & Development Committee, Board of Adjustment, and County Board as assigned. Provides recommendations, staff reports, and professional guidance on land use, planning, zoning, and conservation matters.
- Coordinates departmental activities with other County departments, towns, municipalities, and state and federal agencies. Ensures effective communication, collaboration, and integration of programs and services.
- Promotes public understanding of County land use and conservation programs through clear communication, technical assistance, and education, while ensuring fair, consistent, and appropriate enforcement of County ordinances.

## ADMINISTERS COUNTY ZONING PROGRAMS

Based on Chapter 9, 19, 20, and 26 of the Oneida County General Code:

- Administers and enforces the established Zoning Ordinance pertaining to zoning districts, floodplain, wetlands, shorelands, quarrying, mining and airports.
- Administers established zoning provisions to fit individual situations, reviews reports of zoning inspections, approves certification of compliance and provides technical assistance on zoning provisions.
- Carries out zoning policy, procedures and formats established by the zoning ordinances and the Planning and Development Committee and serves as an advisor to the Committee.
- Coordinates zoning activities with local building inspectors, local planning officials, Town Board Supervisors and Municipal Officials and serves as the county's principle contact with related state and federal agencies.
- Oversees the preparation and maintenance of zoning maps, charts, plans and other graphic materials.
- Reviews zoning petitions, conditional use, variances and appeals applications for completeness and direct staff to process applications. Reviews and approves staff reports for various applications and conducts public hearings for zoning petitions, serves a liaison to Planning & Development Committee and testifies as needed.
- Inspects sites prior to construction to ensure a proposed land use will comply with applicable ordinances.
- Reviews and issues land use permits and inspects properties after construction to verify compliance with permits.
- Enforces zoning ordinance by performing property inspections to verify and document ordinance violations, issuing violation notices, enforcement orders and citations and overseeing correction and/or cleanup of violations to ensure compliance with ordinances.
- Initiates and implements procedural changes and ordinance amendments as necessary.
- Ensures height compliance pursuant to Chapter 19 specifically Airport Height Limitation and ensures project compliance pursuant to Chapter 20 Floodplain.
- Administers Chapter 26 Comprehensive Plan and works on 10 year updates

## ADMINISTERS COUNTY SANITARY PROGRAM

Based on Chapter 13 Oneida County General Code:

- Administers and enforces the established sanitary ordinance pertaining to POWTS (Private Onsite Waste Treatment Systems) installed within the county.
- Provides information and assistance on the sanitary program, and reviews and issues sanitary permits.
- Reviews and evaluations soil and site evaluations related to POWTS.
- Reviews sewage system plans and assists plumbers in designing systems for POWTS disposal.
- Performs inspections of septic systems and ensures that location and construction are according to approved permit specifications and the state plumbing code.
- Enforces sanitary ordinance by performing property inspections to verify and document ordinance violations, issuing violation notices, enforcement orders and citations and overseeing correction and/or cleanup of violations to ensure compliance with ordinances.

### ADMINISTERS COUNTY SANITARY PROGRAM (continued)

- Maintains records, pertaining to permit issuance and sewage system installations, inspections and maintenance. Assists the County Public Health Officer on matters pertaining to public health and nuisances with the county.
- Assists the Oneida County Public Health Department on the enforcement of Chapter 11, on matters pertaining to public health and nuisances within the county and serves as the primary external regulatory liaison.
- Oversees the POWTS Maintenance Program.

### ADMINISTERS THE COUNTY LAND DIVISION PROGRAM

Based on Chapter 15 of the Oneida County General code:

- Interprets and enforces the established subdivision ordinance pertaining to division of land within the county.
- Receives and reviews state and county plats, condominium plats and certified survey maps for compliance with County and State laws and regulations.
- Process and coordinates land divisions with the towns and municipalities.
- Conducts inspections of land to insure compliance with the Land Division Ordinance.
- Initiates procedures for compliance or legal actions when required.
- Coordinates this program with the County Land Information Office.

### ADMINISTERS COUNTY NON-METALLIC MINING PROGRAM

Based on Chapter 22 of the Oneida County General code:

- Reviews all non-metallic reclamation plans in zoned and unzoned areas of Oneida County for compliance with Chapter 22 Nonmetallic Mining Reclamation and provisions of Chapter NR135 Wisconsin Administrative Code.
- Assists applicants with completing applications.
- Ensures adequate financial assurances for possible county reclamation and makes recommendations to the Planning and Development Committee for Financial Assurance Adjustment.
- Oversees yearly annual billing for all active nonmetallic mines.
- Conducts onsite inspections to determine open acreage.
- Issues certificates of completed reclamation.
- Investigates complaints related to Chapter 22.

### LAND & WATER CONSDERVATION OVERSIGHT

- Works with the County Conservationist on implementing the County Land & Water Conservation program.
- Attends Conservation and UW-Extension Education Committee Meetings

### OTHER ESSENTIAL DUTIES

- Reviews and responds to legislation regarding affected programs.
- Develops and administers annual departmental budget and prepares annual departmental reports and oversees the development of the departmental plans.
- Testifies at public hearings and court proceedings as required.
- Develops and evaluates requests for proposals and bid specifications and negotiates, administers and interprets contracts with vendors.

## **SUPERVISORY RESPONSIBILITIES**

Manages employees in Planning & Zoning and Land & Water Conservation units, being responsible for the overall direction, coordination and evaluation of these departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Also directly supervises both supervisory employees and oversees department staff.

## **QUALIFICATIONS**

Must be knowledgeable of local, county, state, and federal zoning laws.

Must know soil types, land use, land and water control, and surveying.

Must possess ability to apply zoning and sanitation codes and regulations as well as be able to obtain and interpret facts gathered through inspections.

Position requires the ability to prepare reports and provide testimony for court use.

Must be an effective public speaker.

Must have the ability to establish and maintain effective relationships, and the ability to use tact and diplomacy in dealing with a wide variety of people.

Ability to process and maintain confidential documents, data and information provided, along with the understanding of what constitutes as confidential.

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Planning, Natural Resources, Soil Science, Geography, Public Administration or closely related field.

Five years work experience working in Planning and Zoning Administration.

Three years supervisory experience.

Equivalent combinations of education and experience may be considered.

**LANGUAGE SKILLS** Good oral and written communication skills.

**MATHEMATICAL SKILLS** Must possess good mathematical skills.

**REASONING ABILITY** Ability to evaluate situations and make good independent decisions based on practices, rules, and procedures. Able to maintain highest level of confidentiality of department and subordinates.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Private On-site Waste Treatment Systems certification within six months of hire.

Soil Tester Certificate required within one year of hire.

Valid Wisconsin Driver's license, good driving record and access to reliable transportation.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to traverse a variety of ground including climbing over rocks, climb and descend hills, climb in and out of ditches or pits, step over fallen trees, and so forth.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work may be performed in the extreme weather conditions of this area with possible fluctuations in temperature.

**DISCLAIMER, EQUAL OPPORTUNITY EMPLOYMENT AND ACCOMODATIONS**

The above statements are intended to describe the general nature of the position and are not intended to be an exhaustive list of specific responsibilities, duties and skills required for the position.

Oneida County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.