

Burnett County
Position Description

Position:	Zoning Specialist I	FSLA: Non-Exempt
Department:	Land Services	Status: Regular Full-Time - 40 hrs/week
Accountable to:	Land Services Director	

Summary:

This is a position that provides support to the Land Services Department by specializing in Land Use/POWTS related functions.

Essential Functions of the Position:

The following duties are illustrative and the person holding this position may be required to perform other duties of a similar nature or otherwise related to the position.

- Coordinate and communicate with multiple employees, departments, agencies and customers on Land Use/POWTS related issues.
- Review and approve POWTS and Land Use permit applications.
- Inspect projects for compliance with design standards, setbacks, floodplains, etc.
- Answer questions and provide information to customers in relation to Land Use and POWTS issues.
- Investigate and reconcile various compliance matters.
- Maintain records in various computer programs.
- Submit required reports/forms in a timely manner as required.
- Assist as needed with Land Services Department duties as assigned.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

- Bachelor's Degree preferred in Land Related Discipline or Physical Science Based Education (e.g. Natural Resources, Environmental Management, Land Ecology, Geography, Land Surveying, etc.) or an equivalent of education and experience.

Knowledge, Skills and Abilities:

- Knowledge of POWTS construction and design, along with knowledge of soil types, colors, and textures.
- POWTS Inspector and CST credentials required, or able to be obtained within 6 months of hire.

- Proficiency in Microsoft Office Suite.
- Strong math aptitude, and an understanding of basic surveying/engineering practices, and real estate.
- Excellent communications skills, and the ability to handle difficult situations, including various compliance matters related to Land Use.

Physical and Mental Demands:

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- The duties of this job include physical activities such as stooping, kneeling, sitting, standing, reaching, walking, lifting and/or move (up to 50 pounds), grasping, talking and hearing/listening, seeing/observing, and repetitive motions.
- Operation of a motor vehicle.
- This position is a mixture of indoor and outdoor work, which includes various temperature and weather conditions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception. Must be able to see all colors.

Exposure to blood borne pathogens is considered to be low.

Burnett County is an Equal Opportunity Employer

The abilities, duties, and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of any specific statement of abilities, duties, or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment of the position. The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.
