

Zoning Administrator

Job Description

Department	Zoning
Reports to	Zoning Director
Warren County Pay Grade	Commensurate with Education or Experience
FLSA Status	Non-Exempt
Supervises Others	No
Document Control Responsibility	Human Resources
Approved by	Board of Supervisors

Position Summary

Under the supervision of the Zoning Director, the Zoning Administrator is responsible for administering, interpreting, and enforcing the zoning ordinance and related land-use regulations. This position ensures orderly development, supports long-range planning goals, and provides professional guidance to residents, developers, elected officials, and county staff. Work involves zoning permit review, code compliance, public communication, and coordination with multiple agencies.

Essential Functions

- Assist the Zoning Director to review applications, interview, and train employees.
- Review applications for variances, special use permits, subdivisions, and zoning changes; prepare recommendations to the Zoning Commission, Board of Supervisors, and Board of Adjustment consistent with the Warren County Comprehensive Land Use Plan and Warren County Zoning Ordinance
- Prepare packets and public notices regarding applications for the Zoning Commission, Board of Supervisors, Board of Adjustment and attend required meetings, including meetings after normal working hours
- Present facts of findings at public hearings
- Coordinate zoning issues with other County offices
- Review building permits, site plans and subdivision plans
- Meet with property owners to resolve conflicts
- Address complaints and resolve zoning issues within the County
- Under the supervision of the Zoning Director, initiate enforcement procedures when code violations occur; contact owners and inform the County Attorney
- Serve as acting Floodplain Administrator

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- While serving as Floodplain Administrator for Warren County, work with the Iowa Department of Resources and FEMA to update Warren County Chapter 45, Floodplain Management Ordinance
- Provide information to the public regarding legal descriptions, floodplains, enforcement, and other general information
- All other duties as assigned

Education, Skills and Experience

- An undergraduate degree from an accredited college/university, or years of commensurate experience in zoning or other government experience. Any combination of education, training and experience may be considered for qualification purposes.
- Training in comprehensive Planning and Zoning
- Ability to perform mathematical calculations, analyze data, and prepare reports
- Ability to work in Word, Excel and ArcGIS
- Ability to assist with the development and management of the Zoning Department budget
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must have strong customer orientation skills
- Excellent interpersonal and communication skills necessary for working with the public and other employees/departments/offices within Warren County
- Must be a positive representative of the Zoning Department and Warren County
- Be a strong team player and demonstrate a commitment to the ideas and values of Warren County

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Physical Demands and Work Environment:

The physical demands and work environment characteristics 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.

Physical demands: While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

General Sign off: *The employee is expected to adhere to the values as established by Warren County Board of Supervisors and represent Warren County in a positive, professional manner.*

I have read and understand this job description and I can perform the duties of this position with or without reasonable accommodations.

Signature: _____ **Date:** _____