



# Administrator

## (Conservation, Sanitation, and Zoning)

**Grant County** is recruiting for an Administrator for its **Conservation, Sanitation, and Zoning Department**. This management position provides services in the areas of land conservation, zoning and sanitation planning, program management, information and education, and land use management, as well as administers state mandated programs and applicable county ordinances.

### Minimum Qualifications

#### Education:

1. Four-year degree in agriculture, natural resources, public health sanitation, biology, chemistry, soils and geology, geography, natural resources, land use management, planning or related field required.
2. Registration as a POWTS Inspector and Certified Soil Tester by the State of Wisconsin within twelve months of employment

#### Experience:

1. Three years' experience in the soil and water conservation field, preferably in a rural/agricultural setting as well as experience in implementing land use programs and/or the interpretation of land use ordinances non-metallic mining, and public health sanitation work
2. Supervision of staff experience required

#### Other:

- Possession of a valid driver's license

**Note:** Equivalent combinations of job related education and experience may be considered

**How to Apply:** A [Grant County application for employment](https://www.co.grant.wi.gov) and job description may be obtained at [www.co.grant.wi.gov](https://www.co.grant.wi.gov) or by contacting the Grant County the Human Resources Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application materials must be on file, completely filled in, no later than **4 p.m. on May 3, 2024 to:**

### Grant County Human Resources

111 S. Jefferson St.

PO Box 529

Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



@GrantCountyEmploymentOpportunities

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Administrator

**DEPARTMENT/ AGENCY:** Conservation, Sanitation, and Zoning

**IMMEDIATE SUPERVISOR:** Conservation, Sanitation, and Zoning Committee

**PAY RANGE:** N

**FLSA:** Exempt - Executive

### **NATURE OF WORK**

This management position provides services in the areas of land conservation, zoning and sanitation planning, program management, information and education, and land use management, as well as administers state mandated programs and applicable county ordinances.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Four-year degree in agriculture, natural resources, public health sanitation, bacteriology, biology, chemistry, soils and geology, geography, natural resources, land use management, planning or related field required.
2. Registration as a POWTS Inspector and Certified Soil Tester by the State of Wisconsin within twelve months of employment

#### **Experience:**

1. Three years' experience in the soil and water conservation field, preferably in a rural/agricultural setting as well as experience in implementing land use programs and/or the interpretation of land use ordinances, non-metallic mining, and public health sanitation work
2. Supervision of staff experience required

#### **Other:**

- Possession of a valid driver's license

**Note:** Equivalent combinations of job related education and experience may be considered

#### **Knowledge, Skills and Abilities:**

1. Knowledge of accounting and budgetary principles and practices
2. Knowledge of the basic principles and practices of land conservation, zoning and sanitation.
3. Knowledge of applicable county ordinances, state statutes and administrative rules
4. Knowledge of Windows, Office, and GIS computer programs
5. Ability to supervise and organize personnel
6. Ability to secure facts through onsite investigations, surveys and inspections and to analyze and interpret information
7. Ability to be tactful, yet firm, in enforcing compliance with the laws and ordinances
8. Ability to establish and maintain effective working relationships with public health officials, federal, state and local professionals, and the general public
9. Ability to read and interpret maps and knowledge of land surveying
10. Ability to maintain accurate and complete records and prepare clear and detailed reports
11. Ability to plan, present and follow county, state and federal programs and projects
12. Ability to communicate clearly, concisely and tactfully - orally and in writing

### **ESSENTIAL FUNCTIONS**

1. Account for expenditure of county, state and federal funds and maintain those records

2. Timely completion of county, state and federal budget plans and reports
3. Schedule and attend Committee meetings and serve as liaison to them for state and federal agencies/programs
4. Serve as lead person for managing and implementing county, state and federal programs
5. Responsible for employee payroll and leave records
6. Provide day-to-day supervision and management of employees
7. Develop and review performance appraisals for employees on an annual basis
8. Assist federal partners with conservation planning using in-house software programs
9. Ensure technical and administrative work items are regularly reviewed for quality control
10. Oversee the administration of the county's information and education programs
11. Attend training meetings and workshops related to job duties
12. Be familiar with and coordinate federal, state and local programs with other agency heads
13. Administer the county conservation, sanitation, and zoning ordinances and revise as necessary
14. Assist the DSPS with inspection and code interpretation
15. Provide developers, realtors and other individuals with information regarding ordinances, codes, plans, and soil tests
16. Act as a liaison between private groups and various state agencies
17. Review site topography, flood plain conditions, and groundwater status
18. Advise and assist applicants in applying for conservation, sanitation, and zoning permits
19. Research land records to retrieve necessary information
20. Monitor compliance of all permit holders by on-site inspections
21. Investigate and report violations to the Corporation Counsel's Office and/or advise the violating party on the means to obtain compliance
22. Assist property owners in drafting petitions to rezone their land, applying for conditional use permits and variances
23. Give oral report on all rezoning petitions to the Grant County Board of Supervisors at public meetings
24. Act as a clerk for the Grant County Board of Adjustment
25. Prepare, sign and issue Certificates of Compliance for the Farmland Preservation Program
26. Develop and Administer the Land & Water Resource Management Plan & Farmland Preservation Plan
27. Work with local, state, and federal agencies on grants and reimbursements of cost share funding
28. Work along with Southwestern Wisconsin Regional Planning Commission with the counties Non-Metallic Mining Ordinance
29. Perform such other duties as may be assigned

### **SUPERVISION RECEIVED**

General assignments are received from the committee and performed according to methods and procedures with allowance for independent judgment

### **SUPERVISION EXERCISED**

Day-to-day supervision of the department employees

### **ENVIRONMENTAL FACTORS**

Must be able to bend, lift and stoop to perform duties; travel both inside and outside the county in all kinds of weather; dexterity in moving, picking up objects and operating office/field equipment is required; works primarily in general office setting with regular outdoor inspection visits; may have exposure to severe weather conditions, construction sites, and uneven terrain

### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the committee has the right to assign, direct, and modify duties and responsibilities.