

## Marshall County Job Description

**Job Title:** Planning & Zoning Administrator & E911 Addressing Administrator

**Department:** Planning & Zoning

**Supervisor:** Marshall County Commission

### **Position Summary:**

This is a two-fold position consisting of County Planning & Zoning Administration accompanied by E911 Address Administration.

As the Planning & Zoning Administrator, the employee will be responsible for ensuring that new development and on-going land occupancy conforms to applicable County regulations regarding land use and zoning, drainage, and special flood hazard areas.

As the 911 Addressing Administrator, the employee will assign and ensure compliance of 9-1-1 addressing standards and maintain accurate records within the Master Street Addressing Guide (MSAG) and other applicable databases.

The employee who fills this position is expected to work with limited supervision and must demonstrate a high degree of initiative and individual judgment as he/she will be responsible for technically detailed work involving interpreting documents from a variety of sources, verification of information from maps and various computer files/programs, issuing permits and making updates to computer files and databases.

### **Duties & Responsibilities:**

1. Plan and coordinate County Planning and Zoning activities.
2. Review and issue Zoning & Building permits for conformance to applicable County regulations.
3. Process Conditional Use, Variance and Rezone applications and prepare and present reports for public hearings.
4. Conduct preliminary and final plat reviews.
5. Collect and maintain information and records necessary for all Planning & Zoning activities.
6. Utilize the County Geographic Information System (GIS) to prepare graphics for Marshall County Planning & Zoning Board/Board of Adjustment meetings.
7. Answer citizen inquiries in regards to Floodplain, Zoning, Variances, Conditional Uses, Drainage and E-911 addressing.
8. Attend Planning & Zoning Commission meetings and public outreach meetings related to job duties.

9. Analyze and interpret blueprints, maps, plats, legal documents and other types of correspondence regularly used in local government.
10. Review and approve all building plans for residential and commercial projects within the County that are outside joint jurisdiction areas.
11. Review and approve permits for development within flood hazard areas including preparing documents for and obtaining approval from other agencies.
12. Receive and act on zoning complaints including performing site investigations as required.
13. Work with the Marshall County Planning & Zoning Board in making decisions concerning zoning compliance and enforcement and land use and development.
14. Review existing and assign new 911 addresses for structures and land parcels. Review and authorize road naming nomenclatures for new roads.
15. Maintain the Master Street Address Guide (MSAG) via correspondence with local telephone companies and the 911 operations support center.
16. Receive and send correspondence pertaining to address and permit requests and assignments.
17. Respond to inquiries or complaints from the public, other governmental agencies and other entities regarding address assignments or discrepancies.
18. Serve as a link between various data sources including but, not limited to, the 911 Communications Center, Geographic Information Systems (GIS), the Department of Equalization, the Register of Deeds, the Highway Department, various City Offices and area Postmasters.
19. Ensure adherence to existing zoning and addressing policies and procedures and develop and implement new policies and procedures as necessary.
20. Prepare and administer of each departments budget.
21. Utilize computer programs such as GIS, Excel, Word, Access and others to administer and maintain a file system of address and permit requests and assignments.
22. Serve as the Floodplain and Drainage Administrator.
23. Perform related tasks as required and assigned.

**Qualifications, Knowledge, Skills & Abilities:**

1. General knowledge of clerical methods and techniques, including use the use of computer, calculator, copy machine, printers and other office equipment.
2. Ability to effectively communicate ideas/information both orally and in writing.
3. Ability to make presentations and respond in a professional manner to interest groups, contractors and City and County employees.
4. Ability to establish and maintain effective working relationships with associates and the general public.
5. Knowledge of standard planning and zoning procedures and the ability to interpret local, state and federal laws, rules, regulations and guidelines as they pertain to County zoning practices.

6. General knowledge of standard construction practices, architecture, surveying and materials.
7. General knowledge of 911 addressing procedures in South Dakota and the ability to interpret local, state and federal laws, rules, regulations and guidelines as they pertain to 911 addressing standards.

**Education and Experience:**

Associate's degree with course work emphasis in Management, Communications, Planning, or a related field is desired. Experience in reading and interpreting maps, site plans and plats, 9-1-1 addressing and/or GIS based mapping software, is preferred. Experience with City, County or State government is also beneficial. Must be computer literate. Must possess a valid driver license.

**Physical Requirements:**

Must be able to exert up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects. Must be able to utilize various types of office equipment (i.e., computer, copier, telephone, etc.). Must be able to perform manual tasks with substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting and remain on feet for extended periods of time. Subject to unstable soil conditions and steep slopes, exposure to the elements and/or dogs.