**Job Title:** Planning & Zoning

**Supervisor:** Board of Commissioners

**Job Status:** Non-Exempt

**Prepared Date:** April 2023

**Summary**

Highly responsible and skilled work position under the supervision of the York County board that enforces zoning ordinances and regulations for the development of York County. Performs in a manner that promotes growth in an orderly fashion, ensures development is consistent with current zoning ordinances and that the rights of all property owners are protected. Highly accountable for careful and complete analysis prior to decision-making. There is considerable communication with developers, engineers, design professionals, and the general public.

**Essential Duties and Responsibilities**

1. Administer and enforce zoning regulations.
2. Review and process applications and issue zoning permits.
3. Review Plats, Surveys, Deed of Dedications.
4. Process complaints and violations.
5. Assign address for County and E-911.
6. Coordinates and reviews all issues pertaining to floodplain and floodplain development permits.
7. Schedule public hearings, prepare notices and agendas and attends all meetings.
8. Coordination of County Competency Plan revisions.
9. Inspect properties and enforce State Laws and County Regulations pertaining to Zoning.
10. Prepare and manage an annual budget.
11. Prepare and maintain records as mandated by the County board and State Regulations.
12. Maintains knowledge of current State Laws, statutes and County regulations relevant to zoning.
13. Represent and spokesperson for York County on land use and environmental issues.
14. Other duties may be assigned.

**Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Required Knowledge, Skills and Abilities**

Knowledge of Nebraska, county and local government laws, procedures and policies. Knowledge of Nebraska State Statutes regarding land use, environmental issues, solid waste, wetlands and floodplain. Have the ability to work independently. Must have a high level of decision-making using sound judgement and have the ability to organize and prioritize tasks. Have the ability to make on-site visual inspections and apply results to established rules and regulations, as well as read and interpret plans and specifications. Maintain effective working relationships with private contractors, developers, the public and government officials.

**Preferred Training and Experience, not required** Prior experience in zoning, planning or construction and land use. Knowledge of computer systems and common software applications and have experience in the areas of preparing and managing an annual budget.

**Required Qualifications**

High School Diploma or GED equivalent Valid Nebraska Driver’s licenseAbility to pass background and drug tests Possess the ability to perform manual labor and able to lift a minimum of fifty (50) pounds

**Work Environment** Combination of office and outdoor conditions.Some exposure to inclement weather, uneven terrain,noise**,** dirt, dust, air**,** landowners. May be required to travel to off-site locations. The noise level is usually moderately quiet in the office and moderate to loud in the field.

**The listed examples do not include all the duties that may be assigned. County Board retains the discretion to add to or change the duties of this position at any time.**

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

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Supervisor’s Signature Employee’s Signature

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Date Date