



## Career Opportunity

<b>Position:</b>	Deputy Zoning Administrator	<b>Department:</b>	Zoning
<b>Status:</b>	<b>Full-Time</b>	<b>Manager:</b>	Dave Sadenwasser
<b>Salary Grade:</b>	J	<b>Schedule:</b>	Mon - Fri
<b>Salary Range:</b>	\$24.83 - \$31.93	<b>Hours:</b>	40 hrs / week
<b>FLSA Status:</b>	Non Exempt	<b>Posting Expiration:</b>	Open Unit Filled

**Position Summary:** The Vilas County Deputy Zoning Administrator is responsible for assisting the Zoning Administrator with permitting, enforcement, and inspection responsibilities as well as the general operations of the Vilas County Zoning Office. The Deputy performs duties which can involve some independent judgment and initiative within policy guidelines established by the County Board and Zoning Administrator. All duties and responsibilities are performed under and subject to the review and guidance of the Zoning Administrator, Assistant Zoning Administrator and the Zoning & Planning Committee.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Interprets and enforces and assists Zoning Administrator and Assistant Zoning Administrator with interpretation and enforcement of the following Vilas County ordinances:
  - General Zoning Ordinance
  - Shoreland Ordinance
  - Private Sewage System Ordinance
  - Subdivision Ordinance
  - Highway Setback Ordinance
  - Recycling Ordinance
  - Metallic Mining Ordinance
  - Non-metallic Mining Ordinance
  - Wireless Communications Ordinance
  - Floodplain Zoning Ordinance
  - Vilas County Comprehensive Plan
2. Reviews zoning, shoreland alteration, and other permit applications for compliance with applicable ordinances, statutes, and administrative code and issues/denies permits.
3. Conducts on-site inspections as required for zoning, shoreland alteration, and other permit applications prior to issuance/denial.
4. Performs private on-site wastewater treatment system (POWTS) installation inspections.
5. Investigates complaints and proceeds with follow-up and enforcement actions. This includes recommending the issuance of zoning citations and assisting the Zoning Administrator with cooperative effort between the Zoning Office and the Corporation Counsel on prosecution of alleged zoning violations.
6. Provides information to the public on County ordinances, state land use laws and regulations, and other zoning related issues. This includes answering and responding to telephone calls,
7. Provides information and assistance to the public in preparing permit applications, re-zoning requests, conditional use permit applications, and other formal submissions to the Zoning Office.
8. Reviews, advises, and assists with the development of restoration plans.
9. Reviews, approves, advises, and assists with the development of mitigation plans. This includes inspection and follow up after issuance.
10. Assists Zoning Administrator, as needed, with general operations of the Zoning Office which can include helping to prepare monthly and annual progress reports; helping in the administration of annual budgets; helping to ensure office compliance with all County programs, policies, and procedures; maintaining zoning maps, charts, plans, and other graphic materials; cooperating and coordinating with various local, state, and federal agencies on zoning, sanitary and land use matters; and reviewing ordinances and policies as they are applied in practice and recommending solutions for areas of concern.
11. Interprets and locates legal descriptions and parcel numbers.
12. All other duties as assigned.

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

- 2 year degree is required; 4 year Degree in Planning/Zoning is preferred.
- Valid WI driver's license, adequate auto insurance, and a vehicle that allows year-round access to sites throughout Vilas County is required.
- POWTS (Plumbing II) license (within six months of hire) is required



- Certified soil tester's license (CSTM) (within six months of hire) is required.
- In addition to education, one to three years' work experience, or any combination of education and experience that provides necessary knowledge, skills, and abilities to perform the duties of the position.
- Thorough knowledge of zoning, land use, and POWTS ordinances, laws, regulations, systems and practices.
- Knowledge of building construction techniques, codes, and specifications.
- Knowledge of earth moving, erosion control and landscaping requirements, designs, techniques and practices.
- Ability to communicate politely and effectively orally and in writing in all parts of the job with other employees, officials and members of the general public.
- Knowledge of groundwater management and well code specifications.
- Ability to read and interpret construction sketches, sanitary system design plans, legal descriptions, deeds, wetland maps, soil maps, state forms applicable to Zoning & Planning Department business, plot plans, ordinances, statutes, technical reports and manuals, and survey maps.
- Ability to properly use tools such as sight levels, slope meters, soil augers, levels, and tape measures.
- Ability to properly use contemporary office equipment and software, including but not limited to department-specific programs.
- Ability to work independently (without constant supervision and specific assignments) and cooperatively with others, to organize and prioritize tasks and duties, exercise judgment and effectively utilize authority, and to work in a stressful and adversarial environment.
- Complies with applicable federal and state laws, administrative rules, established County procedures and accepted professional standards.
- Knowledge of interagency permitting requirements such as Department of Safety and Professional Services, Department of Natural Resources, US Army Corps of Engineers and EPA.
- Personal and professional integrity and ability to work well with others.

#### **PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

- Work environment entails a mixture of indoor/office work and outdoor work in all weather conditions.
- Outdoor work in extremely hot or cold temperatures, rainy, snowy, or windy conditions is required.
- Work-related travel within and outside of the County is required on a regular basis.
- Outdoor work environments include but are not limited to active construction sites with close proximity to moving machinery, working alongside moving traffic on roads, and unimproved sites which may include waterfront, heavy forest, wetland, and steep slopes.
- Lifting and carrying 10-25 pounds is required on a regular basis.
- Sitting, standing, walking and climbing up hills, into and out of trenches, and over obstructions is required.
- Squatting, crouching, kneeling or bending may be required on a regular basis.
- Repetitive hand and foot movements are required.
- Pushing, pulling, and reaching above the shoulder is required.

If you are interested in this opportunity, please complete an Internal Transfer Request Form (available on allshare/HumanResources/Internal Transfer) with your resume attached and submit to the Human Resources Department by the posting expiration date.

*This posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.*

**VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



VILAS COUNTY HUMAN RESOURCES DEPARTMENT  
 330 COURT STREET, EAGLE RIVER, WI 54521

**APPLICATION FOR EMPLOYMENT**

*Vilas County is an Equal Opportunity Employer. We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, genetic make-up, or any other legally protected status.*

**INSTRUCTIONS:** (please read carefully):

1. A separate application must be completed and submitted for each position in which you seek consideration.
2. Applications will only be accepted for current vacancies. Unsolicited applications will be rejected.
3. Resumes and cover letters may be submitted in conjunction with an application, not in place of.
4. Applications must be fully and accurately completed. "See resume" is not an acceptable response.
5. All offers will be contingent upon the verification of lawful employment status as required by the Immigration Reform and Control Act of 1986 (If hired, you must present documentation establishing your U.S. employment eligibility within three business days of start date).
6. Applicants needing assistance in completing this form should contact the HR Department at 715-479-3797.

Date:	Last Name:	First Name:	M.I.:
Address:		City:	State: Zip:
Cell Phone #:	Home Phone #:	Email address:	
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you legally eligible to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a valid WI driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid CDL license (if applicable to position applying for)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, CDL Endorsements:	
<b><i>An arrest or conviction may be relevant if substantially related to the job, but will not necessarily disqualify an applicant from possible employment:</i></b>			
Do you currently have a pending criminal charge against you or have you ever been convicted of a crime, either a misdemeanor or a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide date(s) and type(s) of charge/conviction(s):	

Position applying for:	Have you ever applied for, or been employed with, Vilas County before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
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How did you learn of this position? Please be as specific as possible.

Date you can start:	Salary/Wage desired:	Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No
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List any friends or relatives working for us:

<u>Education Level</u>	<u>Address</u>	<u>Did you Graduate?</u>	<u>Course of Study/Major</u>
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Military		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional or specialized education (if any):

Please list any additional skills or abilities applicable to the position for which you are applying: (i.e., clerical, computer, mechanical, etc.)

Are you able to perform all the duties of, and work the schedule required for the position you are applying for, with or without reasonable accommodation?  Yes  No

**Former Employers:** List below your former employers, starting with the most recent. Please attach an additional sheet if necessary.

<u>Dates</u>	<u>Name &amp; Address of Employer</u> <u>Name of Supervisor</u>	<u>Present or Last Salary</u>	<u>Position</u>	<u>Reason for Leaving</u>

**References:** List three persons not related to you, whom you have worked with and know your work.

<u>Name</u>	<u>Business</u>	<u>Address</u>	<u>Phone #</u>
1.			
2.			
3.			

**Sharing of Application Data:** Vilas County encourages the cooperation and collaboration with other Counties. As such, we invite our candidates to allow us to share their applicant information with other Counties for similar positions. Please indicate the Counties with which you authorize our sharing of your data. Please note, your election to share (or not share) your data will not impact our consideration for the position for which you are currently applying.

I authorize Vilas County to share my applicant information with all Counties recruiting for similar positions.

I authorize Vilas County to share my applicant information with only the following Counties for similar positions: \_\_\_\_\_

I do not authorize Vilas County to share my applicant information with other Counties recruiting for similar positions.

**Authorization and Certification:**

In considering my application for employment, the County may verify the information on this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, and law enforcement agencies to supply any information necessary concerning my background. I understand that any misrepresentation of fact on this application subjects me to disqualification for, or if hired, dismissal, no matter how long after employment the misrepresentation is discovered. I understand that any offer of employment will be contingent upon satisfactory completion of a drug screening, background check (including criminal), and a physical examination at the County's expense if required.

I hereby affirm that the foregoing information is true, complete, and correct to the best of my knowledge and belief without omissions of any kind.

I release and hold harmless Vilas County, its officers, agents, and employees, and the persons providing any supplemental information, from any liability related to the information supplied or obtained during the recruitment and selection process of this application.

If accepted for employment, I agree that I am an "at will" employee. I also understand that Vilas County maintains a drug-free and violence free-workplace.

If this is checked , then I request the County not contact my present employer without my specific consent.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Confidentiality:**

I hereby request this application be kept confidential to the degree permitted by Wisconsin law. I understand, however, that if I become a final candidate for a position, this application will be subject to disclosure upon request.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**RELEASE OF INFORMATION  
AUTHORIZATION AGREEMENT**

Name \_\_\_\_\_; Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

I am an applicant for a position with Vilas County. Vilas County needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the Vilas County Human Resources Department.

I hereby authorize any representative of Vilas County bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of Vilas County, whether said records are of public, private, or confidential nature. The intent of the authorization is to give my consent for full and complete disclosure. I reiterate and emphasize the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for Vilas County to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigator files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others, from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of the organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or of Vilas County regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of Vilas County's acceptance and processing of my application for employment, I agree to hold Vilas County, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with Vilas County.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by Vilas County in conjunction with employment procedures.

A photocopy or fax copy of this release form will be valid as an original thereof, even though the said photocopy or fax copy does not contain an original writing of my signature. This release is valid for a period of 1 year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Signature \_\_\_\_\_

Date \_\_\_\_\_