

Kearney County
Joint Planning Commission

POSITION TITLE: Planning and Zoning and Floodplain Administrator
DEPARTMENT: Planning and Zoning
REPORTS TO: Kearney County Board of Commissioners
PURPOSE OF POSITION: Implementation and regulation of the Kearney County Zoning and Floodplain Regulations in accordance with the Kearney County Comprehensive Plan and regulations

Nature of Work:

The Zoning Administrator is responsible for interpreting and enforcing Kearney County Zoning regulations, managing planning processes, and ensuring compliance with State and local laws, and reports directly to the Kearney County Board of Commissioners. All zoning and subdivision cases are coordinated through the office of the Zoning Administrator and the administrator is the first and last person which has contact with applicants, developers and/or contractors with regard to the zoning and approval. This is an appointed position and also serves as Kearney County Floodplain Manager.

Description of Work:

Receives applications for: zoning permits, floodplain development permits, livestock confinement facilities, waivers, variances, special uses, rezoning requests, proposals to amend zoning regulations and subdivision plats. Reviews and issues zoning permits and floodplain development permits. Prepare all legal notices for hearing and documents for submitting to the Joint Planning Commission and/or Board of Zoning Adjustment, and also Prepare resolutions for the Kearney County Board of Commissioners, when applicable; is knowledgeable and follows the “Open Meetings Act” when conducting public meetings; attends the meetings, takes the minutes and preserves the documents according to State Statutes; takes an advisory role to the Joint Planning Commission and Board of Zoning Adjustment and educates each board on the County Comprehensive Plan and Zoning Regulations; is responsible for presenting the applicant’s request to the Board of Commissioners for their action; is responsible for site visits to insure compliance with County Zoning Regulations as directed by the County Board of Commissioners. This individual must have the ability to work in varying Nebraska climate conditions; may be required to work various hours and days due to the public safety emergencies; and perform “other duties as assigned”.

Knowledge, Abilities and Skills:

Need thorough knowledge of the Comprehensive Plan and Zoning Regulations of Kearney County; must have the skill to maintain a good working relationship with the public as well as the county boards; must have or be able to obtain extensive knowledge regarding legal documents and legal descriptions, flood and zoning maps, construction plans and zoning permits; must be able to search county records to establish ownership; must have a thorough knowledge of County policies, rules and regulations; have the ability to maintain departmental records, compile information and prepare accurate reports; ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established procedures and policies.

Physical Requirements:

Must have the ability to do manual labor involving bending, twisting, lifting, standing and sitting; at times, must have the ability to lift 50 pounds of paper or forms; may have to climb a ladder; must possess the ability to understand and carry out routine oral and written instructions.

Qualifications:

Must have any combination of training and experience equivalent to graduation from high school including or supplemented by courses in computer and like equipment; must have and maintain a current motor vehicle operator's license in the State of Nebraska; must have extensive knowledge of office procedures; extensive knowledge of legal terminology and setting up legal documents with help of the County Attorney; must have extensive computer knowledge; and an extensive ability to collect and compare statistical data for reports.

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.

I, _____ acknowledge that I have read and understand this job description

Signature