

**PUBLIC NOTICE
EMPLOYMENT OPPORTUNITY**

Zoning Administrator

The Jackson County Human Resource Office is accepting Applications for a Zoning Administrator

The Zoning Administrator provides the necessary leadership, skills, and abilities to ensure the implementation, promotion, facilitation, planning, zoning, and development activities including coordinating all aspects of land use planning and regulation for Jackson County.

This position interprets, administers and enforces zoning ordinances; reviews building permits and site plans, inspects site improvement for compliance; responds to complaints of potential zoning or nuisance violations or other code related matters. Prepares and submits all reports and maintains all necessary records in accordance with administrative rules and legal requirements including State and Federal legislation and local ordinances. In conjunction with the Zoning Commission, proposes updates to zoning ordinances as needed. Provides staff support for the Zoning Commission and Board of Adjustment.

An undergraduate degree from an accredited college/university or five years of commensurate experience in regional planning, land use, zoning, or other government experience is preferred. Any combination of education, training and experience may be considered for qualification purposes.

Experience and/or knowledge in GIS would increase the opportunities available within this position.

This is a full-time position with an excellent benefit package that includes IPERS retirement, health, dental, vision and paid time off.

Interested applicants should submit salary requirements, formal application and resume to:

Becki Chapin, Human Resource Administrator
201 W Platt Street, Maquoketa, IA 52060
bchapin@jacksoncounty.iowa.gov

For job description and required job application, please visit
<https://jacksoncounty.iowa.gov/current-job-openings>

This position will remain open until filled.

Jackson County is an Equal Opportunity Employer