

**Planning & Zoning Administrator:** Full-time position with Cerro Gordo County. Salary range \$70,000 to \$92,000 depending on qualifications. Excellent benefit package including IPERS, and relocation assistance. The purpose of this position is to administer and enforce the Cerro Gordo County Zoning Ordinance and is responsible for the review of site plans, plats, lot splits, rezonings and reviewing all construction, planning, and zoning in the County. Graduation from an accredited four (4) year college or university with major course work in planning, urban geography or a related field with two (2) years of relevant work experience *or* an associate degree in a related field with at least five (5) years significantly relevant work experience that will have provided the required knowledge, skills, and abilities. Experience may be substituted for education.

Please provide cover letter with salary requirements, resume and four (4) professional references to:

Email: [hr@cgcounty.org](mailto:hr@cgcounty.org)

Mail or in person:  
Cerro Gordo County Administrative Services  
220 North Washington Avenue  
Mason City, IA 50401

Posting of vacancy and full job description can be found by visiting our website at: [www.cgcounty.org](http://www.cgcounty.org)

Resumes will be accepted until position is filled with first review of candidates on June 9, 2023. Pre-employment physical and drug screen required. Cerro Gordo County is an EOE.

Posted: May 26, 2023

**CERRO GORDO COUNTY, IOWA  
POSITION DESCRIPTION**

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**Position Title:** Planning & Zoning Administrator

**Department:** Planning & Zoning

**Immediate Supervisor:** Board of Supervisors

**Hours:** Courthouse is open 8:00 a.m. to 4:30 p.m., Monday – Friday; additional hours as needed

**Location:** Cerro Gordo County Courthouse

**FLSA:** Exempt/Non-bargaining

**Salary Range:** \$70,000 to \$92,000  
Depending on qualifications

**Approved by:** Board of Supervisors

**Date:** May 26, 2023

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**Summary:**

Provides leadership, administrative and technical services to ensure the implementation, promotion, facilitation, planning, zoning, and development activities for Cerro Gordo County. Provides service to the general public, administers and enforces the county's Zoning, Subdivision, and Uniform Rural Address Ordinances; Comprehensive Plan; and Dock Policy. Prepares and administers the Planning & Zoning budget. Provides staff assistance to various county boards and commissions. Maintains Geographic Information Systems (GIS) related to Planning & Zoning.

**Essential Duties and Responsibilities:** *The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for the position.*

Provides technical assistance and customer service and answers questions from the public, surveyors, engineers, developers, realtors, attorneys, and other county, city, and state departments on zoning and development requirements; site design alternatives; planning and zoning regulations; development projects; and departmental policies.

Meets with property owners to resolve conflicts.

Prepares staff reports and makes presentations on rezonings; subdivision plats; right-of-way vacations; variance requests; residential/commercial/industrial driveways; special (conditional) uses; and conducts site inspections as part of report preparation.

Reviews and verifies site plans, plats, surveys, and other development plans for conformity to ordinance requirements, often reviewing actual field conditions. Informs applicants, surveyors, and others of necessary changes or requirements which must be met before final approval.

Coordinates and attends meetings of the Planning and Zoning Commission, Board of Adjustment, and Board of Supervisors and ensures that follow-up occurs and issues from such meetings are resolved. Orients new members to their tasks and responsibilities under the county's ordinances. Attends relevant seminars and conferences which may require occasional overnight travel.

Investigates complaints and inquiries regarding zoning regulations and potential violations. Attempts to obtain compliance in zoning violation cases.

Compiles and presents information regarding zoning violations and pending court cases; may be required to appear and testify in court.

Researches and investigates zoning questions and projects, including gathering background data through researching property records, departmental files, and field site inspections.

Conducts annual and periodic site inspections on special uses and updates staff reports with current information.

Performs Flood Plain Manager duties. Performs on-site property inspections in order to determine compliance with adopted floodplain regulations.

Issues approvals and denials of Applications for Zoning Certificate based on Zoning Ordinance criteria.

Drafts amendments to ordinances as necessary for Board of Supervisors adoption.

Maintains the official county zoning map, working with the county's GIS coordinator for updates.

Maintains and amends (as necessary) the Cerro Gordo County Comprehensive Plan.

Administers and enforces the county's public dock policy pursuant to DNR rules including revising and enforcing the Cerro Gordo County Dock Policy, maintaining waiting lists, reviewing applications and accompanying documents for compliance with the Dock Policy; presenting compliant applications to the Board of Supervisors for approval; conducting periodic inspections of docks for compliance with the Dock Policy; and preparing correspondence to dock contact persons and assignees.

Reviews construction permit applications for confinement animal feeding operations (CAFOs) on behalf of the county in compliance with the Code of Iowa and Iowa Administrative Code. Provides written and verbal information to the Board of Supervisors, Iowa Department of Natural Resources, applicants, and public regarding applications, including publication of required notices.

Reviews annual manure management plan submittals for CAFOs, and submits written reports to the Board of Supervisors.

Provides information to the county's web coordinator to keep the Planning and Zoning webpage current. Maintains the Planning & Zoning departmental page as necessary.

Maintains address maps and emergency service zone maps for distribution to the emergency service providers in the county. Maintains the Master Street Addressing Guide for the county. Researches address problems as reported by 911 dispatchers and issues corrections. Issues new addresses according to the Uniform Rural Address System Ordinance.

Other duties as assigned.

**Supervisory Responsibilities:**

Works with the Executive Assistant to ensure public notices are published and mailed and packets are sent prior to meetings. Hires and oversees the work of interns.

**Qualification Requirements:**

Knowledge of the principles, practices, and trends of public planning and zoning.

Knowledge of research techniques and methods of simple statistical analysis.

Knowledge of site design review.

Demonstrated knowledge and experience in the use of ESRI GIS software.

Demonstrated knowledge and proficiency in the use of office computer hardware and software and other office equipment.

Knowledge of research techniques and investigatory methods related to zoning enforcement.

Knowledge of Cerro Gordo County principles, practices, and procedures.

General knowledge of the county's zoning, subdivision, and other related ordinances.

General knowledge of Iowa open meetings and open records laws.

Skill in the use of equipment and tools to measure distances.

Ability to read and understand surveys, legal descriptions, and building plans.

Ability to be well organized and deal with multiple and changing priorities.

Working knowledge of the geography of Cerro Gordo County.

Ability to represent Cerro Gordo County and perform duties in a professional, responsible, and trustworthy manner.

Ability to interpret, understand, and apply laws, regulations, and policies.

Must be able to handle moderate levels of stress, meet deadlines, and solve problems appropriate to the position.

**Education and Experience:**

Graduation from an accredited four (4) year college or university with major course work in planning, urban geography or a related field with two (2) years of relevant work experience or an associate degree in a related field with at least five (5) years significantly relevant work experience that will have provided the required knowledge, skills, and abilities. Experience may be substituted for educational requirements.

**Language Skills:**

Ability to prepare clear, concise, thorough, and accurate reports on development applications and planning documents.

Ability to communicate effectively and establish and maintain effective working relationships with other county employees, the public, governmental agency representatives, development professionals, and attorneys.

Ability to communicate with the general public in a tactful and courteous manner.

Ability to properly and effectively communicate verbally and in writing.

Ability to give and receive information in a friendly manner in an adversarial setting.

**Reasoning Ability:**

Ability to make decisions requiring the use of technical judgment and discretion within established guidelines.

Ability to read and interpret maps, surveys, drawings, and building plans.

Exercise reasoning, discretion, and independent judgement regarding matters of significance.

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.

Ability to apply common sense to solve problems or achieve work objectives.

Ability to recognize work situations that require special attention.

Ability to think critically, to conceptualize, to understand, to describe and solve practical and technical problems, and to interpret and prioritize various concrete variables in situations in which only limited standardization exists.

**Certificates, Licenses, Registrations:**

None required at the time of hire. Prefer the applicant has attained certification through the American Institute of Certified Planners (AICP).

**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

While performing the duties of this job, the employee is frequently required to walk, stand, and sit.

The employee must be able to conduct field investigations in rough terrain. Dock inspections require the ability to climb up and down stairs and balance on docks and catwalks over water.

Office work is at a level of that for sedentary or office environment work. Office tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds occasionally (up to 1/3 of the time) and/or a negligible amount of force frequently (up to 2/3 of the time).

Must be able to move or carry job-related objects or materials such as various books, ledgers, print-outs, file boxes, etc.

Some tasks require visual perception and discrimination. Tasks may involve extended periods of time at a keyboard or workstation.

**Work Environment:**

Tasks are regularly performed without exposure to adverse environmental conditions. While work is normally performed in an office environment, some tasks may occasionally be performed in adverse weather conditions.

While performing the duties of this job, the employee may be exposed to physical harm caused by an emotional consumer or the general public.

The noise level in the work environment is usually low, however, the employee may occasionally be subjected to louder levels on construction sites and in county workplaces outside of the Courthouse.

**Comments:**

Salary level is dependent on education, skills and experience.

Must have a valid Iowa Driver's License and have reliable transportation. Must be insurable for driving under county insurance company policies.

Applicant will be subject to post offer, pre-employment drug and physical testing.

*Cerro Gordo County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.*