

JOB OPENING

KNOX COUNTY PLANNING, ZONING, AND FLOOD ADMINISTRATOR

(POSITION IS OPEN UNTIL FILLED)

LOCATION: Knox County Courthouse, 206 Main Street, Center, Nebraska

POSITION STATUS: Full-Time (40 hours per week with full benefits)
OR Part-Time (Less than 30 hours per week with limited benefits)

WAGE: Based on knowledge and experience.

EXPERIENCE: Experience with real estate terminology, map and survey reading skills would be preferred.

JOB RESPONSIBILITIES: Job responsibilities shall include but not be limited to:

- Reviews and approves administrative site plans for zoning purposes in conjunction with other departments.
- Reviews and approves subdivision plats for zoning purposes in conjunction with other county departments.
- Reviews and submits preliminary plats to the County Planning Commission for approval.
- Reviews and composes written staff reports for recommendations and conditions for requests for rezoning for the Planning Commission and Board of Supervisors.
- Reviews and composes written staff reports for request of variances for the County Board of Zoning Appeals.
- Enforce zoning, subdivision, and floodplain regulations.
- Plan, attend, and present applications at Planning Commission and Board of Adjustment meetings as well as take minutes at the meetings.
- Perform on-site inspections as needed.
- Makes staff reports and presentations as appropriate to the Planning Board and Board of Adjustment on specific project proposals such as, but not limited to, rezoning applications, special use permit applications, zoning amendments, variances, and appeals.
- Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms, and prepares resulting text amendments.
- Responds to questions from citizens, contractors, and builders regarding zoning ordinances, signage, and land use; researches and validates property locations and ownership by examining tax records, GIS maps, and property deeds.

MINIMUM SKILLS REQUIREMENTS:

- Knowledge of County Government operations including State and Federal laws, rules and regulations pertaining to County Government.
- Ability to communicate effectively both orally and in writing to a variety of audiences.
- Ability to exercise independent judgment, have consistent management style and be a creative problem solver.
- Proficiency in the use of technology including computers, business software such as Microsoft Office, copiers, scanners, smartphones, etc.
- Ability to maintain effective working relationships with governmental officials, employees, contractors, developers, property owners, and the general public.
- Ability to document and complete required records and reports.
- Ability to interpret and explain local ordinances, rules, and regulations including technical plans and drawings related to specific ordinances.
- Ability to investigate potential zoning and code violations, analyze findings, interpret regulations and take appropriate action.
- Some travel is required for training purposes.

BENEFITS: Full family health insurance, dental/vision insurance, life insurance, retirement benefits, 11 paid holidays, and Paid Time Off (PTO).

HOW TO APPLY: Employment applications and a benefits summary are available online at:

<https://knoxcountyne.gov/employment-opportunities/>

OR

Go to the Knox County website at: knoxcountyne.gov and click on "How Do I". Under the "Apply For" column, click on "Job with the County".

Submit your completed application to the **Knox County Clerk's Office** by:

- **Email:** joann.fischer@knoxcountyne.gov
- **Mail:** Joann Fischer, Knox County Clerk, P.O. Box 166, Center, NE 68724
- **In Person:** County Clerk's Office, Knox County Courthouse, 206 Main Street, Center, Nebraska

CONTACT INFORMATION: If you have any questions regarding the application process, please contact Joann Fischer, Knox County Clerk, at **402-288-5604** or joann.fischer@knoxcountyne.gov.