

Village of Iola

Zoning Administrator (Job Description)

The Village Board shall designate a village official to serve as the Zoning Administrator and as the Administrative Ordinance Regulation Enforcement Officer for the Village.

Roles, Responsibilities & Expectations:

- Overall responsibility to administer and enforce the ordinance regulations of the Village
- Familiarity with Village ordinances to facilitate an appropriate review of applications for completeness and compliance with applicable ordinances including zoning permit, special use permit, and any variance requests
- Assist and advise citizens in their requested action and alternatives if a proposal is not in compliance (such as a variance)
- After on-site inspection, issue permit when ordinance requirements are met for fence installations or driveway additions and or alterations
- Write up violation notices and or ordinance infractions where applicable or when required by Village ordinances
- Advise on issues related to zoning to Village or Village Board, Plan and Zoning Commission, and or Variance Board
- Serve as staff liaison to the Village Board, its Plan and Zoning Commission, and its Zoning Board of Appeals
- Work and communicate with elected and appointed officials, and alongside the public using appropriate etiquette and diplomacy
- Communicate in a timely manner to inquiries from the public
- Perform periodic Village inspections to ensure permits and land use changes continue to comply with the Villages Zoning Ordinance Regulations
- Any other zoning responsibilities assigned by the Village Board of Trustees

Qualifications

- High School Diploma or GED certificate
- Valid driver's license
- Basic computer literacy skills
- Good organizational skills including the ability to prioritize, schedule workload, and meet deadlines
- Ability to work independently with little supervision
- Prior work experience in zoning or zoning law with relevant job duties and responsibilities is a plus

Other

- A background check is required