

LAND USE JOB DESCRIPTION

JOB TITLE: Land Use Administrator
REPORTS TO: Board of County Commissioners
DATE: April 19, 2018

POSITION PURPOSE:

The purpose of this position is to act as secretary to the Land Use Board, to act as liaison between that Board and the Board of County Commissioners, and to facilitate the public's involvement in land use/zoning issues.

ESSENTIAL FUNCTIONS:

Serve as representative of the Commissioners to the general public in land use matters.

Assist the public to understand and apply land use regulations, including, but not limited to, building permit applications, development permit applications, and rural design developments.

Read and understand legal descriptions of property in order to physically determine locations of structures developed within the County.

Keep minutes of meetings of the Land Use Board and perform required secretarial and administrative duties.

Obtain ICC and Division of Housing certifications so as to perform on-site inspections of existing and new structures to determine compliance with building codes and land use regulations.

Perform building inspections to determine compliance with the International Residential Building Code and the Manufactured Housing Inspection Program.

Perform clerical duties including preparation of reports, maintenance of files, correspondence.

Draft Annual budget for Land Use Office.

Provide direction and technical assistance to acquire gravel pits and to reclaim old gravel pits. This includes maintaining permit renewals required by various State organizations as well as keeping landowner leases current.

Send various quarterly or annual reports to different State organizations.

Take photographs of structures, pits, complaints etc. to assist in documentation of land use requirements.

Assign 911 addresses to new structures and maintain the lists of numbered structures in the county, also map these new structures for 911 purposes.

Attend trainings, as necessary, to stay current on and / or gain further knowledge of position requirements, and to maintain required continuing education credits required for ICC and MHIP certification.

SKILLS AND ABILITIES:

Ability to read and interpret complex land use, zoning regulations, construction plans, code language, and development permits.

Must possess clerical skills, including typing, filing, and report composition.

Computer skills include working knowledge of Microsoft Office, Excel, Adobe Acrobat, Windows, and Google Earth.

Ability to make decisions and work independently.

Ability to work well with others, and if need be, deal with hostile and angry people in a positive manner.

Knowledge of the county, including terrain and roads.

Knowledge of construction terms.

Ability to read maps.

Ability to locate property by means of its legal description, GIS maps, or its address.

Ability to perform on-site inspections, including walking to remote sites over rough terrain.

Ability to deal with dangerous conditions including threatening people, vicious dogs, snakes and unpleasant odors.

Ability to facilitate meetings of the Land Use Board.

WORKING CONDITIONS:

Majority of work may be performed in office setting, but also requires on-site inspection and exposure to hazards such as snakes, threatening people, dust, and noxious odors. Travel to sites may be on rough primitive roads in very remote areas. Adverse weather conditions may exist as inspections will be required year round.

PHYSICAL DEMANDS: This position requires that the person be able to walk long distances over difficult terrain, sitting and driving for extended periods of time, driving steel posts, and lift over 50 pounds.

MARGINAL DUTIES: Other duties, which are marginal to this position, may be assigned

PREFERRED QUALIFICATIONS: Knowledge of Lincoln County Zoning Regulations, general knowledge of county terrain, experience in working with the general public, experience in the construction trades preferred, but not required.

REQUIRED QUALIFICATIONS: Experience in clerical duties, computer skills that include Windows 7, Microsoft Office, Adobe Acrobat, licenses / certifications to perform International Residential Code inspections, and State of Colorado Manufactured Housing Inspections and (will allow 6 months to obtain both licenses / certifications), high school diploma or equivalent, and a valid driver's license.