



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

ZONING ADMINISTRATOR FULL-TIME

The City of Two Rivers is looking for a Zoning Administrator to join the Community & Economic Development Services team. The Zoning Administrator prepares and reviews rezonings, conditional use permits, and building permits, provides technical expertise to the Plan Commission, ordinance modification, recommends zoning control options, conducts site plan review, and conducts code enforcement actions in support of the zoning ordinance.

The ideal candidate will possess a bachelor's degree in Urban Planning or a closely related field. An equivalent combination of education and experience that demonstrates the ability to perform the job duties and responsibilities will be considered.

Starting wage will be \$28.05 to \$31.57 hourly, dependent on qualifications.

The City of Two Rivers offers an excellent benefit package including participation in the Wisconsin Retirement System, comprehensive health, dental, vision, and life insurance and a free membership to the fitness center at J.E. Hamilton Community House.

A complete job description and City employment application can be found at www.two-rivers.org.

To ensure consideration, interested candidates should submit a detailed letter of interest, resume, and completed City employment application by 4:00 pm on Tuesday, November 1, 2022, via email to jjackson@two-rivers.org or by mail to the address listed below. This position will remain open until filled.

City of Two Rivers
Attn: Human Resources
Post Office Box 87
Two Rivers, WI 54241-0087



POSITION TITLE: Zoning Administrator

REPORTS TO: Community Development Director

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: October 2022

DEPARTMENT: Community Development Services

FLSA CATEGORY: Non-Exempt

PAY TYPE: Pay Grade 14, Hourly

GENERAL PURPOSE

The Zoning Administrator prepares and reviews rezonings, conditional use permits, building permits, provides technical expertise to the Plan Commission, ordinance modification, recommends zoning control options, conducts site plan review, and conducts code enforcement actions in support of the zoning ordinance.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as the City's Zoning Administrator and liaison to the Zoning Board of Appeals. Issues zoning certificates, drafts zoning verification letters, and responds to questions of the general public, and City employees related to zoning and planning issues. Provides interpretation of the Zoning Ordinance.
- Staff lead in the review of land division requests, rezoning requests and conditional use permits, official mapping, and Planned Unit Developments.
- Assist Community Development Director in the review and processing of multifamily, commercial, and industrial site plans. Conducts field inspections on finalized site plans.
- Staff lead on the management and enforcement on all matters related to the Floodplain Overlay District and the Community Rating System (CRS) program.



- Review and issue building permits based upon code and zoning interpretations.
- Review and revise applicable codes, policies, and ordinances as needed or as directed.
- Prepare meeting agendas, packets, and minutes for Plan Commission, Zoning Board of Appeals, Sign Board of appeals, and Architectural Control Committee. Attend meetings as required, record and prepare minutes.
- Coordinate inspections of buildings with building inspection team such as electrical, plumbing, fire department, and Manitowoc Health Department if needed.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles of zoning and how it relates to community planning.
- Considerable knowledge of Wisconsin State Statutes pertaining to zoning, planning and local municipalities.
- Ability to read and interpret site and building plan documents.
- Considerable ability to communicate effectively both orally and in writing; establish and maintain effective working relationships with other departments, elected officials, and the general public.
- Ability to accurately read and interpret plans, specifications, and compare these with construction in all stages.
- Knowledge of building permit process and ability to coordinate and work closely with building inspector to issue building permits.
- Working knowledge of computer programs like Microsoft Office Suite (Word, Excel), and Property Assessments, and the ability to incorporate this technology into daily record-keeping and reporting responsibilities
- Ability to maintain records such as correspondences, complaints and official records of important issues, violations, and decisions.
- Ability to appear and testify in the municipal or circuit court or other appropriate boards and agencies to obtain compliance with all laws and ordinances

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Urban Planning or a closely related field desired
- Any equivalent combination of education and experience that demonstrates the ability to perform the job duties and responsibilities.

SPECIAL REQUIREMENTS

- Possess and maintain a valid Wisconsin Driver's license
- Must remain insurable under the City's liability insurance
- Must be available for some evening or weekend work, outside of the regular office hours

TOOLS AND EQUIPMENT USED

Telephone, computer, printer, copy machine, fax, calculator. Computer software including, but not limited to, Gmail and Google Calendar, Microsoft Office Suite including Word, Excel, PowerPoint. Occasional use of city vehicle.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, or hear. The employee is required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close visions, distance vision, peripheral vision color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in all types of indoor and outdoor environmental conditions. The employee frequently works in an office environment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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 to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**CITY OF TWO RIVERS
APPLICATION FOR EMPLOYMENT**

To Applicants: We appreciate your interest in our organization and assure you that we are sincerely interested in you. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications.

APPLICANT INFORMATION

Last Name	First	Middle	Date of Application
Address			Telephone No. (Include Area Code)
City	State	Zip	Cell Phone No. (Include Area Code)
Are you related to anyone in our employ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state name and relationship (include in-laws):			
Have you ever been convicted of any felony violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe: <i>(Conviction of a crime does not automatically disqualify you from employment)</i>			

Please Provide your E-Mail Address: _____

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please thoroughly read all statements contained in this Application form.
2. Complete all pages of this form completely and accurately.
3. Print clearly. **Incomplete or illegible applications will not be processed.**
4. Do not fill out any other attached forms unless and until instructed.
5. You may attach additional sheets to the application to further explain or expand on your answers to the questions.
6. If you wish, you may attach your resume to this **completed** application.

APPLICANT NOTE:

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. This application applies only to the position specified. It is considered inactive after 90 days. If at any time after this point you wish to be considered for employment with the City, another application will have to be completed.

EEO STATEMENT

We are an Equal Employment Opportunity employer, and do not discriminate in our hiring or employment practices. All qualified applicants will receive consideration without regard to race, color, creed, religion, national origin, age, disability, sex, or any other characteristic protected by State or Federal law.

EMPLOYMENT INFORMATION

Position Applied For: Full-Time Part-Time Seasonal (Circle One)	Date you can start	Salary/Hourly Rate desired
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you accept temporary work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you worked here before? If yes, date/dept
<input type="checkbox"/> Yes <input type="checkbox"/> No Have you received a job description or had the requirements of the job explained to you? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you understand these requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Can you perform the requirements of this job with or without reasonable accommodations?		

EDUCATION INFORMATION

School	Name of School/City & State	Check No. of Years Completed	List Diploma or Degree	Course of Study
High		1 2 3 4		
College		1 2 3 4		
Other (Specify)		1 2 3 4		

Special Training: _____

Driver's License Number: _____ **State of Registration:** ____ If commercial driver's license is required, list classification held and attach up to ten year employment history, if worked ten or more years. Have you ever been convicted of driving under the influence of alcohol or controlled substances? Yes No. If yes, provide date, where arrested, and under what circumstances. _____

EMPLOYMENT WORK HISTORY

(List Employers for the Past Ten Years - Last or Present Employer, First – Attach Additional Sheets if Necessary)

Name of Employer	Present		2.		3.	
Address						
Telephone						
Employment Dates	From	To	From	To	From	To
Salary	Start	Finish	Start	Finish	Start	Finish
Exact Title of Your Position						
Name/Title of Immediate Supervisor Immediate Supervisor						
Describe Your Duties						
Reason for Leaving						

REFERENCES
(Do Not Include Relatives)

Name & Occupation	Address/Phone	Years Known/Relationship

APPLICANT'S CERTIFICATION AND AUTHORIZATION

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will," and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for any damage whatsoever for issuing this information.

Applicants' Full Name _____
(PLEASE PRINT)

Signed

Dated

EMPLOYMENT DATA RECORD

Employees are treated during employment without regard to race, color religion, sex, national origin, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

PLEASE NOTE: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please print)

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran, and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name		
Address		
City	State	Zip

Complete Only The Sections Below That Have Been Checked:

X	Current Job
X	(Check One) Male Female
X	Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
X	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
X	Birthdate

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open ___ Yes ___ No

Position(s) Considered For: _____

Other: _____