

**BUFFALO COUNTY
JOB DESCRIPTION**

POSITION TITLE: Zoning and Floodplain Administrator/GIS Technician

DEPARTMENT: Planning and Zoning

REPORTS TO: Buffalo County Board of Commissioners

SUPERVISES: Part-time Support Staff

PURPOSE OF POSITION:

Responsible for the implementation and regulation of the Buffalo County Zoning and Subdivision Regulations

Responsible for maintenance, retrieval and updated of information from the County's geographic information system (GIS).

Essential Functions

Zoning and Floodplain Administrator

- Attend all meetings of the Buffalo County Planning & Zoning Commission and Board of Adjustment
- Attend, as necessary, zoning agenda items before the Buffalo County Board of Commissioners
- Approve and issue all zoning permits when compliant with the Buffalo County Zoning Regulations
- Receive money and fees for zoning applications as established by the Buffalo County Board of Commissioners
- Conduct inspections of buildings, structures, and use of land to determine compliance with the provisions of the Buffalo County Zoning Regulations
- Receive, file and forward to the County Board of Adjustment the records in all appeals for variances
- Receive file, and forward to the Buffalo County Planning and Zoning Commission all applications for special zoning permits, rezoning, and proposed subdivision plats with any recommendation and/or suggestions concerning the same. After consideration by the Planning and Zoning Commission, forward the same to the Board of Commissioners
- Maintain permanent and current records of the Zoning Resolution including but not limited to, all zoning maps, amendments, special use permits, variances, appeals, and applications, and records of hearing
- Prepare and make available in book, pamphlet, and map for each year:
 - The compiled text of the Zoning Resolution and amendments thereto, including all amendments adopted through the preceding twelve months

- A zoning map or maps, showing the zoning districts, divisions, and classifications in effect on the preceding twelve months
- Issue all floodplain permits in Buffalo County and receive money for all fees
- Prepare all legal notices for hearings and send notice to adjacent property owners
- Prepare resolutions for the Board of Commissioners meeting
- Prepare minutes from the Planning and Zoning Commission and the Board of Adjustment
- Prepare and submit claims
- Prepare and submit payroll
- Hire, train, retain, fire and discipline employees
- Manage department within an approved budget
- Plan, assign, and review work of all employees
- Maintain all personnel files
- Evaluate all employees on an annual basis
- Prepare a census bureau report on a monthly basis
- Create a building statistics report on a monthly basis
- Write, update, or amend the comprehensive plans, zoning, and subdivision regulations
- Provide rural addresses to unaddressed driveways

GIS Technician

- Modify and update existing layers and databases
- Assist in the design, development, and creation of new data layers
- Perform GIS operations using ArcGis software
- Interpret and research legal documents, plans, drawings and apply the information to the maintenance of varied GIS-based data
- Perform GIS data quality control by checking for completeness or accuracy and correcting errors and omissions in the data

Essential Knowledge, Experience, and Abilities

- Through knowledge of County policies, rules, and regulations
- Ability to read and interpret legal descriptions, surveys, maps, blueprints, layouts, or other visual aids
- Ability to read and comprehend technically-written material
- Ability to coordinate multiple projects simultaneously
- Ability to understand and apply mathematical concepts accurately
- Ability to listen and apply information and instructions
- Ability to organize oral and written information
- Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages
- Ability to maintain confidentiality of all departmental documents and transactions
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies
- Ability to communicate effectively, both orally and in writing

- Ability to understand and follow both oral and written instructions
- Ability to perform accurate mathematical calculations such as addition, subtractions, multiplication, and division using a calculator, ten-key adding machine or manual calculation
- Ability to maintain cooperative working relationships with fellow employees, supervisors, governmental officials, and the general public.
- Ability to handle and respond to complaints and grievances
- Ability to perform assignments with accuracy and attention to detail
- Thorough knowledge of zoning and floodplain regulations
- Ability to read and understand legal descriptions and find parcels on a map
- Ability to prepare and interpret legal notices
- Ability to find a parcel in the County and be familiar with County roads
- Ability to communicate with the public on a daily basis
- Ability to communicate with landowners in a positive manner
- Ability to communicate with employees regarding tasks that need completed
- Ability to communicate with other departments when working on projects together
- Ability to problem solve and reason
- Ability to read and interpret blueprints
- Ability to work effectively in stressful situations
- Ability to supervise
- Thorough knowledge of the English language and proper grammar, spelling, and punctuation
- Experience with ESRI GIS software
- Experience with MIPS software

Essential Education, Certifications, and/or Licenses

- High School diploma or equivalent but prefer candidate with Associate's or Bachelor's Degree. Combination of equivalent education and/or work experience may be considered if substantially related to the detailed job requirements of this position.
- Must possess a valid State of Nebraska driver's license
- Prefer experience reading and interpreting legal descriptions
- Prefer GIS Certificate and/or GIS Degree

Essential Physical Demands and Typical Working Conditions

- Must be able to carry, stand, drive, kneel, speak, squat, hear, climb, walk, sit, reach, and pull on a regular basis
- Must be able to stand or walk for an entire day.
- Must be able to lift up to 50 pounds unassisted
- May be exposed to fumes, hazards, dirt, heat/cold, chemicals, noise and toxins

Essential Attendance and Availability Requirements

- Must have regular attendance

- Must be punctual
- Must have the ability to work overtime when necessary
- Must have the ability to work on weekends when necessary
- Must have the ability to work on holidays when necessary
- Must have the ability to work at the job site
- Must have the ability to travel
- May work indoors or outdoors in any type of weather

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: _____