

**Position Title: Planning and Zoning Administrator**  
**FLSA Status: Exempt**  
**Reports To: County Board**  
**Date Created: June 2024**



**Position Summary:**

The Planning & Zoning Administrator is responsible for the interpretation and enforcement of County Planning and Zoning regulations and Nebraska zoning laws. This position is also responsible for the efficient administrative and managerial operations of the department and provision of services.

**Essential Job Functions**

- Responsible for administration, supervision, and coordination of planning, zoning, and subdivision functions of Cass County.
- Maintain confidentiality in all aspects of client, staff, and agency information.
- Provide staff support to the Planning Commissions, Board of Zoning Adjustment, and Governing Bodies in the form of making reports and recommendations relative to interpreting the comprehensive plan, zoning, and subdivision requirements.
- Write, update, or amend the comprehensive plans, zoning, and subdivision regulations.
- Read and interpret floodplain and zoning maps and regulations, plat maps, legal descriptions, deeds, and easements.
- Review and process various land use application submittals.
- Perform data collection for Cass County.
- Prepare notices for individuals with suspected zoning violations.
- Investigate suspected zoning violations and present information to Administrator.
- Provide zoning information to the public.
- Review, comment, and make recommendations relative to development proposals.
- Advise the public and developers of the planning process, including pre-application review of development proposals.
- Establish and maintain effective working relationships with the general public, governmental officials, Federal, State, and Local agencies, Board of Commissioners and co-workers.
- Process zoning permits including but not limited to reviewing permit applications and consulting with applicants.
- Perform on-site field inspections, issue permits, and present legal notification of non-compliance.
- Responsible for providing rural addresses to unaddressed driveways.
- Prepare and administer the annual departmental budget and inventory.
- Respond to public inquiries in person, by telephone and by email regarding zoning, and land use matters.
- Adhere to County and Departmental policies.
- Attend various meetings, seminars, and trainings, as needed.
- All other duties as assigned.

**Qualifications**

- High school diploma or equivalent required.
- Must possess a valid Driver's License.
- CFM Certified Flood Plain Manager or attain certification within 1 year
- State of Nebraska Onsite Waste Water Certification or attain within 6 months
- Ability to interact positively with the public, volunteers, board members, County staff, and state personnel.
- Ability to carry out written or oral instructions independently.
- Knowledge of office management systems and procedures.
- Effective communication skills both verbal and written.
- Ability to think analytically and use problem-solving skills.
- Experience and skills in customer service.
- Knowledge of the comprehensive planning, zoning, and subdivision process, including various land use techniques.
- Ability to write, update, amend, or interpret comprehensive plans, neighborhood plans, zoning, and subdivision regulations.
- Excellent communication skills both verbal and written.
- Familiarity with GIS concepts.

**Physical Requirements**

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 regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, talk, or hear. The employee must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in upkeep and maintenance tasks.