



**ST CROIX COUNTY**  
invites applications for the position of:

## Land Use Technician II

**SALARY:** \$21.97 - \$30.61 Hourly  
\$1,757.60 - \$2,448.80 Biweekly  
\$3,808.13 - \$5,305.73 Monthly  
\$45,697.60 - \$63,668.80 Annually

**OPENING DATE:** 06/09/18

**CLOSING DATE:** 06/24/18 11:59 PM

### DESCRIPTION:

#### POSITION SUMMARY:

This position performs skilled technical work reviewing zoning permits for compliance with related regulations, assisting the public with zoning matters, preparing and maintaining records and files, and related work as apparent or assigned.

#### EXAMPLES OF DUTIES:

#### ESSENTIAL FUNCTIONS:

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

- Reviews applications for permits in conformance with the applicable standards and procedures of County land use ordinances.
- Coordinates permit review with related federal, state and local agencies.
- Informs development professionals, local officials and the general public about the standards and procedures required by County land use ordinances.
- Conducts on-site field inspections to determine and document property conditions for conformance with applicable standards in County land use ordinances.
- Researches a variety of land information materials and property records to evaluate and verify property and resource conditions for conformance with applicable provisions of County land use ordinances.
- Assists in the maintenance of department permit files, databases and geographic information system for the administration of County land use ordinances.
- Assists the Land Use Administrator with the provision of technical information and assistance to the Board of Adjustment and the Community Development Committee.
- Assists the Land Use Administrator with the necessary preparation of documentation for Corporation Counsel for litigation required for enforcement of County land use ordinances.
- Assists the Land Use Administrator, other County staff and consultants with review and comment on proposed revisions to County plans and ordinances.
- Participates in technical review team meetings to analyze land use applications and enforcement activities.
- Performs other duties as assigned.

**The job responsibilities listed below are general in nature and the Land Use Technician II is expected to perform work duties in all of the areas assigned below.**

- *Enforcement*: participates in the review of applications pertaining to land use permits, conditional uses, variances, subdivision, and rezoning; identifies and informs property owners, contractors, managers, renters, or others of specific code violations; works with the town officials to identify and resolve code enforcement issues; assists with inspection of plats for installation of erosion control measures prior to commencement of grading; performs inspections of structures and uses related to Nonmetallic Mining, reviews conditional use permits and variances to ensure conditions are being met; performs appropriate inspections; prepares complaints and testifies in hearings; drafts and distributes a variety of correspondence, memoranda, flyers, brochures, and notices relating to code enforcement issues; reviews and comments on proposed revisions to land use ordinances as required.
  
- *POWTS*: assists with the administration of the St. Croix County Sanitary Code; conducts soil test reviews, reviews water samples; issues sanitary permits, conducts on-site inspections, and answers questions from the public; assists with the implementation of maintenance programs for existing septic systems; assists with the enforcement of septic violations; participates in educational seminars for the public regarding sanitation matters; participates in review of applications pertaining to subdivisions and conditional uses; assists in the administration of water-related grants.
  
- *Land Use*: assists with the administration of the St. Croix County Zoning and Land Division Ordinances; assists with the review and response of other required governmental entities including DNR, DOT, State Plat Review, cities, villages and towns for all types of zoning and land division approval processes; assists with enforcement of ordinance violations; researches property records for ownership, easements and related property record searches; maintains databases for ordinance administration; advises public of options related to various land use matters; reviews and comments on proposed revisions to land use ordinances as required; and assists with preparation of presentations to Board of Adjustment and Community Development Committee as needed.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to develop department goals and objectives.
  
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of County policies, procedures and practices.
- Knowledge of local government organization and its departmental operating requirements.
  
- Considerable knowledge of modern office practices and procedures.
- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment and office assistance techniques.
- Ability to effectively utilize Microsoft Office Suite, GIS and AutoCAD software.
- Knowledge of the County and department programs and policies.
- Knowledge of the use of a multi-line telephone system.
- Ability to read and understand basic County and State policies and procedure of limited scope and difficulty.

- Ability to work the allocated hours of the position.

## **LANGUAGE SKILLS**

- Ability to explain relevant information effectively to various audiences.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate clearly and concisely in both written and verbal form.
- Must be proficient in workplace English and spelling.
- Ability to read County policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.

## **MATHEMATICAL SKILLS**

- Ability to calculate mathematical calculations.

## **REASONING ABILITY**

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

## **TYPICAL QUALIFICATIONS:**

### **MINIMUM QUALIFICATIONS:**

### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS**

### **EDUCATION AND/OR EXPERIENCE REQUIREMENTS:**

- Bachelor's degree in planning, biological science, environmental science, soil science, or related field.
- Two years' experience working in planning, zoning, geographic information systems, public health or environmental programs.

### **LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:**

- Private Onsite Wastewater Treatment System (POWTS) Inspector Certification required within 6 months of hire.
- Certified Soil Tester license within 6 months of hire.
- Soil Erosion Inspector Certification within one year of hire.

## **SUPPLEMENTAL INFORMATION:**

**PHYSICAL AND WORK ENVIRONMENT:**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

**PHYSICAL REQUIREMENTS**

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Site inspections and field investigations necessitate exposure to variable weather conditions and occasionally to hazardous materials/conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

**WORK ENVIRONMENT**

- Work is in both an indoor and outdoor setting.

**Anticipated Hiring Wage: \$21.97-\$24.85**

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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 job 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.*

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.sccwi.gov>

1101 Carmichael Road  
Hudson, WI 54016  
715-381-4303

[ashley.xiong@sccwi.gov](mailto:ashley.xiong@sccwi.gov)

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Position #00711  
LAND USE TECHNICAN II  
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**Land Use Technican II Supplemental Questionnaire**

- \* 1. Do you currently have at least a Bachelor's degree in planning, biological science, environmental science, soil science, or related field?
- Yes  
 No
- \* 2. Do you currently have at least two years' experience working in planning, zoning, geographic information systems, public health or environmental programs.

Yes No

\* 3. Please describe your experience working in planning, zoning, geographic information systems, public health or environmental programs. If none, please state "none".

\* 4. Please select any of the certifications/license you currently hold:

 POWTS Inspector Certification Certified Soil Tester License Soil Erosion Inspector Certification None of the Above

\* Required Question