

Job Title: Land Services Director
Department: Land Services
Classification: 20
Reports to: County Administrator
Supervises: Yes
FLSA Status: Exempt
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: Supervisory discretion
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for leading, supporting, developing, and empowering Land Services staff in performing their functions, including zoning, assessing, and GIS. They are responsible for coordinating and supporting the department's public hearing function to ensure adherence to state and local law, including consultation with the applicant, managing the Board of Adjustment and Planning Commission, researching, and preparing staff reports and findings associated with public hearing requests, and consulting with the County Board of Commissioners.

Communicates with:

Internally – All staff.

Externally – State/county/city entities and public.

Supervision:

County Assessor

Appraisers (including commercial appraiser)

Shoreland Specialist

Feedlot Officer

Planning and Zoning Specialist

Planning and Zoning Technician

GIS Coordinator

Records Specialist

Assessment Technician

Essential Work Functions:

- Manages and directs department staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations and decisions.
- Consults and coordinates with federal, state and local agencies in the delivery of land and property valuation-related services.
- Assists staff with difficult/escalated land and valuation matters including court appeals.
- Presents, consults, and advises the County Board on land use and valuation matters.
- Develops, implements, interprets, and enforces land-use controls and county plans.
- Directs field review of and gives final land use permit authorization.

- Ensures the appointed County Assessor achieves submittal and property valuation milestones in compliance with the Department of Revenue.
- Coordinates, directs, and participates in after-hours and weekend public hearings and meetings of the Board of Adjustment, Planning Commission, County Board, lake associations and townships

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Bachelor's degree.
- 5 (five) or more years of experience, including supervisory experience.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- Supervisory and management skills.
- Strong understanding of the organization's goals and objectives.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Outlook, etc.).
- Strong interpersonal, written and oral communication skills.
- Highly self-motivated and directed.
- Strong organizational skills.
- Excellent attention to detail.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Able to work in a team-oriented, collaborative environment.
- Ability to effectively supervise staff.
- Knowledge and skills in strategic planning.
- Demonstrate initiative and excellent problem-solving skills.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50%- 74%	75% or more
Office environment				X
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Heavy (Over 60 pounds of force)		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Atmospheric Conditions		X		
Travel		X		
Hazardous materials	X			
Extreme temperatures	X			

Environmental	X			
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____