



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Planning & Zoning Specialist
Department: Land Services
Classification: 6
Reports to: Land Services Director
Supervises: No
Normal Business Hours: Monday – Friday, 8:00 AM – 4:30 PM
Telecommute: By exception
Union: No
FTE Status: 1.0 Full Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

This position is responsible for providing high level technical office and field work to assist the citizens of Morrison County on land use issues or questions; handling difficult Land Use Ordinance violations including field work, violation notices and ensuring corrective actions are completed; and responsible for ensuring the completion of various reporting requirements of the Land Services Department

Communicates with:

Internally – All Land Services, Auditor-Treasurer, Recorder, Attorney staff.

Externally – State/county/city entities and public.

Supervision:

N/A

Essential Work Functions:

- Assist citizens in person and by telephone in normal and complex land use, septic, property divisions, and complaints.
- Ensures all necessary information and notices are prepared and distributed for public hearings.
- Performs necessary research to ensure any property split or combination of properties is following the land use ordinance regulations.
- Handles difficult Land Use Ordinance violations, including field work, violation notices, and ensuring corrective actions are completed.
- Performs on-site septic inspections, which requires interpreting accurate soil determination and ordinance setback requirements.
- Serve as a resource for the Planning & Zoning staff members to accurately interpret and apply the Department's ordinances regarding all land use issues.
- Performs the proper research on properties to check on elevations of the property or buildings to determine floodplain and complete the proper FEMA paperwork.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires a four-year degree in biology, environmental studies or general science area and two (2) years of experience.

Knowledge, Skills, and Abilities Required:

- Valid MN driver's license.
- 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.

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		
Moderate		X		
Challenging or threatening behaviors			X	
Hazardous physical conditions		X		
Heavy (Over 60 pounds of force)	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: _____