

## City of Redfield Zoning Administrator Position

The City of Redfield is in need of a Zoning Administrator. The Zoning Administrator is responsible for assisting citizens in determining what zoning forms apply to their requested action and answering questions on how to complete the forms, reviewing building applications and supporting documentation to determine compliance with the City of Redfield Zoning Ordinances, which establishes the procedures that citizens must follow any time they wish to build or alter any structure in the community.

Duties of the administrator include issuing permits, advising citizens on alternatives if a proposal is not in compliance, suggesting alternative procedures (such as a variance or special exception) or advising on the appeal process should the applicant disagree with the administrator's decision. Investigating alleged violations of the ordinance and initiating enforcement proceedings when necessary to correct a violation.

To qualify for this job, you need a valid driver's license, high school diploma or GED and skills to read and follow the City of Redfield Zoning Ordinances. This is a paid position, \$130 monthly. The City of Redfield is an Equal Opportunity Employer.

You are welcome to call City Hall (515)833-2512.