

COOK COUNTY EMPLOYMENT OPPORTUNITY

TITLE: WETLANDS/LAND USE SPECIALIST

FUNCTION: Provides professional technical planning assistance to the Cook County Land Services Director in administering land use programs.

DUTIES: Typical duties include, but are not limited to, the following:

Administers Land Services land use permitting. Administers the Minnesota Wetland Conservation Act. Inspects sites and septic systems to ensure all ordinances and codes are being followed. Gathers field data to be used for Zoning determinations. Provides zoning information and makes zoning determinations.

MINIMUM QUALIFICATIONS REQUIRED: Bachelor's degree in Land Use Planning, Physical Sciences or closely related field and/or Prior education/experience related to county planning/zoning activities. Possession of a valid driver's license. Physical ability to conduct inspections in remote, undeveloped areas as well as on construction sites. Ability to interpret and explain complex rules and regulations. Ability to maintain positive relationships with co-workers and the general public. Good verbal and written communications skills, including report-writing. General computer skills to include word processing and spreadsheets.

Additional qualifications desired: Certification in septic system inspection, wetland delineation, and MPCA erosion control. Experience working with boards and commissions.

STATUS OF POSITION: This is a full-time position working 40 hours per week, generally weekdays. Salary range: \$20.192 (step 1) through \$25.093 (step 15). Position provides full county benefit package.

SELECTION PROCESS: Candidates must complete a formal Cook county application and supplemental education/experience questionnaire. Applicants with the highest education/experience scores (including veteran preference points if applicable) will then be interviewed. To obtain an application packet, visit the county web site (www.co.cook.mn.us) or contact County Administrator Jeff Cadwell, Cook County Courthouse, 411 W. 2nd St., Grand Marais, MN 55604: (218) 387-3687; jeff.cadwell@co.cook.mn.us. Resumes will not be accepted in lieu of a formal county application. Deadline: Nov. 30, 2016

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

November, 2016