

HUMAN RESOURCES DEPARTMENT  
 PATRICIA L. GILL  
 WOODBURY COUNTY  
 AUDITOR & RECORDER &  
 COMM. OF ELECTIONS

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2017 JUN 7 AM 9:41 DATE: June 1, 2017

**AUTHORIZATION TO INITIATE HIRING PROCESS**

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
Community and Economic Development	Community and Economic Development Director	Wage Plan: \$74,500-\$80,000/year	X	
Community and Economic Development	Zoning Coordinator	Wage Plan: \$49,500-\$54,000/year	X	
	*Please see attached position descriptions.			

  
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 Chairman, Board of Supervisors

**WOODBURY COUNTY  
POSITION DESCRIPTION**

<b>Name:</b>		<b>Department:</b> Community and Economic Development
<b>Title:</b>	Community & Economic Development Director	<b>FLSA Designation:</b> Exempt
<b>Effective Date:</b>	January 2018	<b>Reports to:</b> County Board of Supervisors

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**Purpose:**

The Community & Economic Development Director is responsible for the growth, opportunity, planning, and conditions that create economic development and growth. The position is responsible to engage in long-term planning across a broad spectrum to accomplish economic development goals and to create an atmosphere of cooperation amongst various stakeholders to further these goals. Such planning impacts business and rural community development, industry, and construction growth. The position must perform professional work developing and implementing community development activities to encourage, promote and assist growth and development in the rural areas and communities of Woodbury County.

The department is responsible for all Planning and Zoning Activity. The department coordinates the Planning and Zoning and Board of Adjustment meetings, assists in the amendment process relative to adopted ordinances and maps and works closely with the Zoning Coordinator on administration of all issues related to zoning. The position is responsible for the development of a long-term County comprehensive plan for land usage as a product of stakeholder meetings, and is responsible to develop a site selection plan to advertise future land use and development growth and to advise the County Board of Supervisors regarding the site selection plan. This position is responsible and accountable for the administration of Woodbury County Zoning and Subdivision Ordinances pursuant to requirements of Iowa Code 335, including County Floodplain Management Ordinances and GIS assistance.

This position is responsible to directly supervise and evaluate both the Zoning Coordinator and the Clerk to the Community and Economic Development Department to include setting work priorities and goals and to ensure that work plans positively and directly impact increased customer service and a growth model of continual process improvement. The Community and Economic Development Director works closely with the Siouxland Initiative, the Chamber of Commerce, Iowa Workforce Development, SEDC and other CDCs, as well as a wide spectrum of public-private economic developers in a cooperative manner to promote business growth and retention and to offer a variety of assistance to bring about the conditions that promote new business. The position also looks to leverage State and Federal programs assisting the County Board of Supervisors with adoption of policy, incentives, and applications that would impact the County's ability to grow the tax base. Quarterly updates to the Board of Supervisors is a requirement to include not only activity geared towards growth but also impediments/opportunities to include transportation, land usage, water/sewer infrastructure, flood-plain, and environmental issues. This position is under the direct authority of the County Board of Supervisors.

**Essential Functions and Responsibilities:**

**The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Primarily responsible for Economic Development activity in Woodbury County.
- Responsible to oversee the Zoning Coordinator and the Community and Economic Development Clerk.
- Responsible for budget, claims, and scheduling for the department.
- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed developing and implementing economic and community development goals
- Coordinating efforts to attract and retain businesses; promoting opportunities to market Woodbury County
- Identifying financial resources available to support economic development
- Develop, implement and review short and long-term goals for economic development in rural Woodbury County
- Coordinate business and industrial recruitment efforts in rural areas and communities and conduct business attraction negotiations
- Assist new and existing businesses with County business and development applications and procedures
- Exchange information with other County departments to encourage cooperation and efficiency in the development process
- Establish and maintain relationships with existing business, industry, governmental and other groups or organizations interested in economic and community development activities throughout Woodbury County
- Encourage regional economic and community development opportunities including the sharing and cooperation between rural residents, rural communities and urban areas
- Assist rural communities with evaluation of current and future infrastructure to determine various assets or liabilities to be addressed in order to be more productive and competitive in economic development
- Develop a Marketing Plan to create a County "brand" and to target and attract businesses

**Essential Functions and Responsibilities: (cont.)**

- Coordinate and maintain a complete inventory of available real estate and amenities in the County and assess community needs to support increased economic development
- Identify, analyze and evaluate opportunities to leverage financial resources to attract and retain businesses
- Establish and maintain contact with prospects and key development allies that could benefit the rural areas and communities in Woodbury County
- Arrange and participate in hosting activities for businesses
- Develop and implement procedures for reporting efforts to the County Board of Supervisors
- Promote a positive relationship with all media organizations
- Develop and maintain working relationships with urban economic development entities and programs to foster a sense of cooperation that will benefit the overall economy of rural Woodbury County
- Coordinate, train and lead local industry contact teams as needed as well as participate as a volunteer for committees and organizations that will further community and economic development in rural areas and communities of Woodbury County
- Develop and implement strategic plans and programs
- Communicate and coordinate community and economic development activities with County department heads
- Develop and administer the budget for economic development activities
- Develop appropriate grant applications
- Attend professional conferences/seminars/workshops
- Travel consistently throughout Woodbury County to stay connected to constituents
- Pursue Certified Economic Developer designations
- Accountable to understand and implement True Speak process
- Attendance is required

**Non-Essential Functions and Responsibilities:**

- Perform related administrative responsibilities
- Perform various other duties related to the scope as assigned by the County Board of Supervisors

**Minimum Education and Experience Required to Perform Essential Functions:**

- A minimum of five (5) years' experience in community development work or a combination of education and experience equivalent to graduation from an accredited college or university. Prefer a degree in Urban Planning, Community Economic Development or related with major course work in business, marketing, economics or financial planning.
- Become a member of POI (Professional Developers of Iowa)
- Thorough knowledge of economic development policies and processes and available resources
- Strong ability to plan, organize, coordinate and evaluate economic development activities
- Analytical skills to identify and assess the feasibility of development opportunities
- Proficiency in computer software applications, including Word, Excel and PowerPoint
- Ability to develop and maintain effective working relationships with government officials, the business community, developers, co-workers and the public
- Knowledge of State Code requirements as related to responsibilities
- Knowledge of safety standards and regulations
- Knowledge of management and budgetary principles
- Has the ability to perform the essential elements of the position as defined in the job qualifications, duties, and responsibilities
- Knowledge of all responsibilities and operating procedures
- Ability to tactfully and effectively communicate with others in clearly spoken English
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen, and drug screen prior to employment
- Candidate must possess a valid driver's license and be able to maintain necessary insurance as directed by Human Resources.

**Mental and Physical Competencies Required to Perform Essential Functions:****Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw or interpret graphs. Knowledge of basic bookkeeping principles. Knowledge of legislative requirements related to County systems. Knowledge of County principles and procedures.

**Behavior Skills**

Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization or for good reason. Conduct or appearance in good keeping with a professional image and/or position of the County. Ability to read and understand the Work Rules of the County such as Bullying will not be tolerated, theft and dishonesty will not be tolerated, and disobedience, insubordination, or refusal to comply with reasonable instructions of authorized supervision will not be tolerated. Ability to cope with numerous time sensitive requests from County offices. Attendance is required.

**Reasoning Ability**

Ability to apply common sense understanding to carry out simple one or two stage instructions. Ability to deal with standardized situations with only occasional or no variables. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized and non-standardized situations. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**Cognitive Demands**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to set priorities regarding assignments and follow through to completion; ability to establish and maintain effective working relationships with associates and the general public by means of clearly spoken English.

**Equipment Used**

Computer, typewriter, printers, calculator (10 key), copier, possess knowledge of general office equipment and procedures, including ability to type rapidly and accurately. Physical ability to work with hands, to stand for extended periods, to perform routine heavy manual labor (50 to 85 pounds of dead lifting and to walk stairs carrying 50 pounds) and to work during possibly adverse weather conditions

**Physical Demands**

Typical office environment involving sitting, walking, occasional bending, lifting, and carrying paper and related light objects generally weighing 50-85 pounds or less and negligible amount of force frequently or constantly to move objects. Horizontal and vertical reaching motion is required. Aptitudes required are those typically associated with clerical operations including clerical, numerical, and forms perceptions, clarity of vision 20" or less to view computer screens and for preparing and analyzing written data and to determining the accuracy and thoroughness of work and observing general surrounds and activities, legal documents, and property descriptions cards; eye/hand/foot coordination, hand and finger dexterity, motor coordination, grasping and repetitive motions, hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word in clearly spoken English. Attendance required

**Environmental Adaptability**

Work is performed in a typical office environment and has no unusual exposure to environmental issues. The employee is subject to adverse environmental conditions.

**Special Requirements**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. Possession of an appropriate valid driver's license and insurance. Candidate for hire must successfully pass a background check, a physical examination, vision, back screen and drug screen prior to employment. The use of clearly spoken English for the skills and purposes of this job. Attendance is required.

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I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the performed as directed by the Employer.

I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I understand my attendance is required. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

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Employee's Signature

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Date

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Department Head's Signature

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Date

**Woodbury County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will consider reasonable accommodations for qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.**

Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.



**WOODBURY COUNTY  
POSITION DESCRIPTION**

**Name:** \_\_\_\_\_  
**Title:** County Zoning Coordinator  
**Effective Date:** January 2018

**Department:** Community & Economic Develop  
**FLSA Designation:** Exempt  
**Reports to:** County Board of Supervisors

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**Purpose:**

County Zoning Coordinator works with the Community and Economic Development Director and is responsible for duties as assigned to ensure the goals of the department are met. Primarily responsible for the administration of planning and zoning within the County including compliance with all pertinent ordinances and mapping. Assists the amendment process relative to adopted ordinances and maps. Provides for the appeals process, including issuance of special permits and variations pursuant to the final determination. Provides customer services by answering citizen questions by e-mail, telephone, or in person with timely information as to County policies and procedures. Handles complex issues that may ultimately be referred to the Planning and Zoning Commission and/or the Board of Adjustment. Responds tactfully to citizens' complaints and maintains accurate records to show how each citizen (customer) was assisted. Ensures that county ordinances are supported to ensure the quality of life, economic development, land usage intent, and environmental preservation by education/awareness and when necessary, enforcement. Coordinates the notification and serving process when necessary. Ensures on-site verification and conditional use permits. Informs the Board of Supervisors annually with updates concerning the impact of ordinances in the filed and the practical effect of policy. Assists in the support in coordination with the Clerk to Community and Economic Development by ensuring the accuracy of recorded and transcribed minutes for the Planning and Zoning Commission and Board of Adjustment meetings and provides technical expertise that ensures the smooth flow and presentation of such meetings. Assists with GIS and flood-plain mapping by providing technical expertise and products. Provides technical assistance in support of planning, development, and long-term comprehensive plans that forecast community growth and on the impact of county ordinances. The position is also responsible to assist in the overall administration of the Community and Economic Development Department. The assistance includes site investigation, working hand-in-hand with various departments including but not limited to the County Engineer/Secondary Roads, Soil Conservation/NCRS, communities in Woodbury County including the City of Sioux City, State and Federal agencies such as IDNR/FEMA, the IDOT, and the Interstate Justification Report. This position is under the direct authority of County Board of Supervisors but under the administrative charge of the Community and Economic Development Director.

**Essential Functions and Responsibilities:**

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Be on call 24 hours per day to handle or consult on major problems and work a flexible schedule as needed
- Development and enforcement of adopted Woodbury County Zoning Ordinances, including presentation of information and recommendations to the Board of Supervisors, the Planning and Zoning Commission and the Board of Adjustment.
- Develops policies and procedures, and presents to the Director, and when requested the Board of Supervisors
- Meets with the public and responds to inquiries regarding applicable regulations in an effective manner to best represent the County's interest
- Conducts inspections of unincorporated areas of the County pertaining to the scope of responsibility including new construction, placement of mobile homes, junk yards, and use of land to meet zoning requirements
- Performs a variety of reviews, research and map preparation to provide information and recommendations to the appropriate Board or Commission
- Prepares required paperwork and documents for Zoning Commission, Board of Supervisors and Board of Adjustment meetings as required for presentations.
- Works with flood plain management, land use, water/sewer infrastructure, flood-plain, and environmental issues.
- Attendance is required.

**Non-Essential Functions and Responsibilities:**

- Performs general receptionist duties including answering the phone, giving information and instructing the caller of correct procedure
- Performs other duties and responsibilities as assigned by County Board of Supervisors or the Director of Community and Economic Development

**Minimum Education and Experience Required to Perform Essential Functions:**

- Bachelor's degree in Planning or related field recommended
- Minimum High School Diploma with equivalent work experience in a planning position
- 2 years work in a planning position is preferred
- Knowledge of State Code requirements as related to responsibilities
- Knowledge of safety standards and regulations
- Knowledge of management and budgetary principles

**Minimum Education and Experience Required to Perform Essential Functions: (Cont.)**

- Ability to perform the essential elements of the position as defined in the job qualifications, duties, and responsibilities
- Knowledge of all responsibilities and operating procedures
- Ability to tactfully and effectively communicate with others
- Knowledge of human relations, psychology, and personal maturity to maintain emotional stability in unusual situations of stress or social interaction pressure
- Ability to interpret and expedite all orders
- Ability to motivate, train, instruct, and supervise personnel
- Candidate must possess a valid driver's license and be able to maintain necessary insurance as directed by Human Resources.
- Candidate for hire must successfully pass a background check, a physical examination, vision, back screen, and drug screen prior to employment

**Mental and Physical Competencies Required to Perform Essential Functions:****Language Ability**

Ability to read and interpret documents such as safety rules, operating, and maintenance instructions, and procedure manuals and/or Iowa or County systems. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the County in clearly spoken English. Ability to communicate Woodbury County policies to managerial and non-managerial groups in person and in writing. Ability to read and understand legal descriptions, policies, and procedures. Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English.

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**Reasoning Ability**

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**Equipment Used**

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**Physical Demands**

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### Environmental Adaptability

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### Special Requirements

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\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

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Federal and state laws prohibit employment and/or public accommodation discrimination on the basis of age, color, creed, disability, gender identity, national origin, pregnancy, race, religion, sex, sexual orientation or veteran's status. If you believe you have been discriminated against, please contact the Iowa Civil Rights Commission at 800-457-4416 or Iowa Department of Transportation's civil rights coordinator. If you need accommodations because of a disability to access the Iowa Department of Transportation's services, contact the agency's affirmative action officer at 800-262-0003.