

Land And Resources Manager

Dept/Div: Auditor-Treasurer

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work overseeing, developing, managing, and maintaining the County solid waste program, land use planning, county zoning, county parks and recreation programs, county Aquatic Invasive Species (AIS) program and the County GIS system, and related work as apparent or assigned. Work is performed under the supervision of the Auditor-Treasurer. Supervision is exercised over assigned staff including Environmental/GIS Technicians, Zoning Intern and Watercraft Inspectors.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Oversees County solid waste operations including licensing, permitting, recycling, and household hazardous waste; recommends improvements.
- Manages County flood plain management system.
- Manages the County GIS system and provides training to users.
- Serves as the County lead staff for public land use and outdoor recreation planning.
- Administers, interprets, and recommends changes to the County's shore land zoning, floodplain, solid waste, and SSTS ordinances.
- Coordinates Planning Commission and Board of Review while ensuring compliance with applicable federal, state and local ordinances and policies.
- Oversees County SSTS operations including septic system ordinances, permitting, and inspections; recommends changes and enhancements to the program.
- Oversees the preparation and/or prepares necessary state reports to receive grants and funds for programs (SSTS/SCORE/BWSR).
- Directs and/or serves as the county agricultural inspector.
- Develops and maintains a comprehensive County recreation plan, including trails and County lands intended for outdoor recreation.
- Coordinates and supervises the county Aquatic Invasive Species program.
- Serves as Zoning Administrator for purposes of state statute-rule and local ordinances.

Knowledge, Skills and Abilities

Comprehensive knowledge of Geographic Information Systems (GIS) including the management, development, and administration of a GIS and an associated multi-layered GIS database; thorough knowledge of GIS and associated multi-layered GIS databases; thorough knowledge of GIS concepts, theories, and applications with specific understanding of relational GIS database management systems; thorough knowledge and demonstrated experience of GIS project management in a multi-user enterprise environment; thorough knowledge of remote sensing including photogrammetry and digital image processing; ability to establish and maintain effective working relations with County and other public officials as well as the public.

Education and Experience

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Bachelor's degree with coursework in Geography, Environmental Science, or related field and moderate experience in geography, zoning, planning, environmental science, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and occasionally requires standing, walking, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

SSTS Inspection Certification within one year
Knowledge of MN Rules 7080
Valid driver's license.