



NOW HIRING

Linwood Township is now accepting applications for a qualified employee to work in the following positions.

Zoning/Enforcement Official

A full-time position performing clerical and administrative duties associated with land use and code enforcement. The right person must have strong organizational and people skills. Attention to detail is imperative to accurate and timely processing of land use zoning applications and enforcement activities.

Responsibilities include but not limited to:

- Process applications for land use permits (rezoning, amendments, variances, subdivisions, CUPs and IUPs, developments, and driveways). Maintains and monitors associated files for land use permits.
- Communicate with residents regarding their zoning questions.
- Perform building and driveway zoning reviews and verify compliance by site visits, when necessary.
- Receive complaints, determine code violations, track ordinance violations and send appropriate correspondence to violators while meeting deadlines for violation notifications.

Minimum Qualifications:

- Excellent oral, written, and electronic media communication skills.
- Working fluency and ability to use MS Office Suite including MS Teams, Outlook, OneDrive, and related programs; ability to learn and gain fluent use of GIS tools, document search and retrieval programs.
- Must be able to maintain composure and multitask under stress.
- Ability to support and attend evening meetings as required.
- Ability to enforce with firmness, tact and impartiality to deal courteously with the public.
- Ability to keep accurate records and make verbal and written reports from these records.

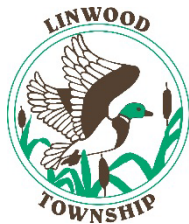
Apply:

Applicants for appointment to this position will be required to submit a formal application with their current resume. Applicants may be subject to rating of education and experience, oral interview and/or reference check, background investigation, and criminal history check. Job related tests will be required of all applicants.

Visit www.linwoodtownship.org for complete job descriptions and application forms.

Submit application and resume to info@linwoodtownship.org.

Hiring immediately; positions will remain open until filled.



LINWOOD TOWNSHIP

ANOKA COUNTY
22817 Typo Creek Drive N.E.
Stacy, Minnesota 55079
(651) 462-2812 • Fax (651) 462-0500

Position Title: Zoning/Enforcement Officer

Department: Zoning Office

Reports to: Office Administrator

POSITION SUMMARY

A full-time position to perform clerical and administrative duties associated with land use and code enforcement. The right person must have strong organizational and people skills. Attention to detail is imperative to accurate and timely processing of land use zoning applications and enforcement activities.

PRIMARY RESPONSIBILITIES

1. Process applications for land use permits (rezoning, amendments, variances, subdivisions, CUPs and IUPs, developments, and driveways). Maintains and monitors associated files for land use permits.
2. Respond to various public data and property records requests.
3. Assist with front reception and office phone coverage for residents seeking services or information.
4. Communicate with residents regarding their zoning questions.
5. Search building and land use files for information; scan, file, and copy documents and records.
6. Assist in scheduling and coordinating public hearings, conduct GIS searches to provide legal notice to landowners, publish legal notices.
7. Work with Anoka Conservation District on questions on local properties, provide newsletter article in compliance with SRWMO.
8. Perform building and driveway permit zoning reviews and verify compliance by site visits when necessary.
9. Receive complaints, determine code violations, track ordinance violations and send appropriate correspondence to violators while meeting deadlines for violation notifications.
10. Assist Zoning Administrator, as requested.
11. Assist other department staff with administrative duties and special project tasks, as directed.
12. Update permits, forms and packets to meet current ordinances.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of office practices and procedures.
2. Knowledge of spelling, grammar and punctuation.
3. Skill in the operation of a computer terminal and printer, document scanners, fax, copy machine and other office related equipment.
4. Excellent oral, written, and electronic media communication skills.
5. Working fluency and ability to use MS Office Suite including MS Teams, Outlook, OneDrive, and related programs; ability to learn and gain fluent use of GIS tools, document search and retrieval programs.
6. Must be able to maintain composure and multitask under stress.
7. Ability to support and attend evening meetings as required.
8. Ability to enforce with firmness, tact and impartiality to deal courteously with the public.
9. Ability to keep accurate records and make verbal and written reports from these records
10. Ability to learn and understand within 6 months from hire date:
 - a) Township ordinances
 - b) Policies, procedures, practices, and applicable laws
 - c) Geography of the Township