

NOW HIRING

Cass County Zoning Administrator

Duties and Areas of Expertise: issue building permits, research and prepare for hearings, organize Board of Adjustment and Zoning Board hearings, publication of notices and minutes of meetings, knowledge of Subdivision Ordinance, Tall Structure Ordinance, Flood Plain Ordinance, and Cass County Comprehensive Plan.

Required Skills and Qualities: personable, good written and verbal communication skills, understand and explain legal descriptions, maintain working relationship with other public agencies, assessor, 911, etc. The position is part-time and intermittent in nature. Work is on an as-needed basis. Compensation is \$5000 annually with no other benefits. Application can be found online at <https://www.casscountya.gov>. Submit application to the Cass County Auditor's Office, 5 W 7th Street, Atlantic, Iowa 50022. Applications will be accepted until the position is filled with first consideration given to applications received by January 20, 2023.

Cass County is an equal opportunity employer, committed to equity and diversity in its employment practices. The County does not discriminate on the basis of sex; race; age; color; creed; national origin; religion; disability; sexual orientation; gender identity; genetic information or marital status in its employment practices. Veteran status is also included to the extent covered by law. Reasonable accommodations will be made for applicants in accordance with the Americans with Disabilities Act.