



# McKENZIE COUNTY

## CLASS SPECIFICATION TITLE: Compliance Officer I

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>	<b>FLSA STATUS</b>
B	2	2	Non-Exempt
<b>CLASS SUMMARY:</b>			
The Compliance Officer I is responsible for organizing, reviewing, and enforcing current Zoning Ordinances as adopted by the McKenzie County Planning Commission.			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE-QUENCY</b>	<b>BAND/ GRADE</b>
1.	Conduct compliance duties related to the Planning & Zoning Department; assist with management of Department files and site inspections; code enforcement; plat reviews, and assist with development of comprehensive plans.	Daily 30%	B2
2.	Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations.	Daily 25%	B2
3.	Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.	Weekly 20%	B2
4.	Evaluates or assists in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances, and other proposals.	Monthly 10%	B2
5.	Attends meetings in order to receive and convey information related to zoning activities.	Monthly 5%	B2
6.	Performs other duties of a similar nature or level.	As Required	N/B

**TRAINING AND EXPERIENCE** (positions in this class typically require):  
 Bachelor's degree in Land-Use Planning, Landscape Architect, Natural Resource Management, or related field and up to two (2) years of Planning and Zoning or related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**LICENSING REQUIREMENTS** (positions in this class typically require):  
 Licensing Requirements:  
 • Valid Driver's License



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### **KNOWLEDGE** (position requirements at entry):

Knowledge of:

- GIS principles, practices, and structures;
- Map scales and projections;
- Site planning and architectural design principles;
- Applicable Federal, State, and local codes, rules, laws, and/or regulations;
- Zoning enforcement principles and practices;
- Customer service principles;
- Computers and related software applications.

### **SKILLS** (position requirements at entry):

Skill in:

- Interpreting zoning ordinances and regulations;
- Interpreting and utilizing GIS data;
- Reviewing plans and specifications;
- Maintaining records and managing projects;
- Drafting documents and correspondence;
- Providing customer service;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### **PHYSICAL REQUIREMENTS:**

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, poor ventilation, extreme temperatures, and intense noises.

### **NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.