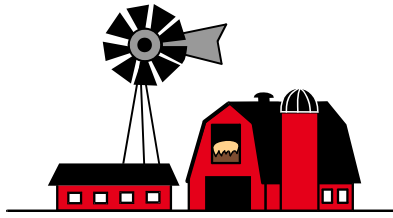


TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

4111 11th Avenue SW Room 10
Rochester, MN 55902

Phone: (507) 529-0774

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David Meir, Administrator
Jered Staton, Administrator

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-- TCPA --

ASSISTANT ZONING ADMINISTRATOR JOB DESCRIPTION

The Assistant Zoning Administrator position is the Public facing position.

General Daily Duties:

1. Answer incoming phone calls and questions.
2. Answer email questions.
3. Serve customers at the front counter.
4. Track reinspection permits.
5. Track address application permits.
6. Process all incoming building permit applications.
7. Process all incoming ag certificate applications.
8. Process all flat fee permits and inspection cards.
9. Maintain timelines and wall calendar for all variances, CUP's, plats, metes & bounds, etc...
10. Maintain filing of all permits, applications, etc...
11. Track resolutions to write and record.
12. Send signed resolutions to County Recorder.
13. Copy and distribute recorded resolutions.
14. Write and/or publish all notification ads for public hearings.
15. Create mailing lists for all notification postcards for public hearings.
16. Print and mail all notification postcards for public hearings.
17. Send reviewer requests – when needed - for staff reports.
18. Maintain septic permit(s) notebook.

General Monthly Duties:

19. Act as secretary for TCPA meetings.

20. Create monthly minutes and meetings agendas for TCPA meetings.
21. Create and file monthly permit reports for County.
22. Create monthly permit reports for TCPA meetings.
23. Complete quarterly State Surcharge reports.
24. Maintain and update TCPA website.
25. Maintain database, address and phone numbers of Town Board and Planning Commission members.

General Periodic Duties:

26. Maintain all blank permit forms.
27. Maintain postage stamps.
28. Track and order all office supplies.
29. Update plat book pages.
30. Vacuum office carpeting.
31. Shovel front sidewalk.
32. Communicate with CBS for copier maintenance/repair.

Specific Assistant Administrator Duties:

(This position handles approximately 90% of all CUP, Variance, and M&B applications for the following Townships: Dover, Elmira, Haverhill, High Forest, New Haven, Orion, Pleasant Grove, Rock Dell, Viola. The position handles approximately 50% of all CUP, Variance, and M&B applications for: Kalmar and Salem.)

33. Write metes and bounds property subdivision staff reports for the above Townships.
34. Write Conditional Use Permit staff reports for the above Townships.
35. Write Variance staff reports for the above Townships.
36. Attend monthly Township meetings – when needed – to present (above) reports.
37. Answer questions for Town Board and Planning Commission members.