City of Elkhorn

# Zoning Administrator

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| **SALARY** | $32.62 - $43.90 Hourly<br>$2,609.60 - $3,512.00 Biweekly<br>$67,849.60 - $91,312.00 Annually | **LOCATION** | Elkhorn City Administration Offices, 311 Seymour Ct., Elkhorn, WI 53121, WI |
| **JOB TYPE** | Full-Time | **JOB NUMBER** | 2026-13 |
| **DEPARTMENT** | Administration | **OPENING DATE** | 09/22/2026 |

## Summary of Job

The City of Elkhorn, Wi is proud to serve its community through a team of dedicated employees access a variety of municipal departments. We are seeking a Zoning Administrator who is passionate about public service and enjoys working with the community to build strong relationships and provides excellent service to our residents. The zoning administrator performs professional level work in planning, zoning and code enforcement under the general direction of the City Administrator or designee. This position provides technical expertise and guidance to the City's Planning Commission, Zoning Board of Appeals, Common Council, Historic Preservation Commission, and City staff in areas of land use, zoning compliance, ordinance administration, and long-range planning. The Zoning Administrator also services as a primary point of contact for residents and developers, ensuring consistent application of zoning regulations and City policies. This position serves as a liaison between the public and the City regarding zoning ordinance violations, issues citations, and aids the City Attorney in prosecution of violations of the zoning code.

**Benefits**

The City of Elkhorn is proud to offer a **comprehensive and competitive benefits package** designed to support you and your family:

- **Medical Insurance:** Premium-free for employee-only coverage, with a minimal 1% cost share for family plans
- **Dental Insurance:** Premium-free for all employees
- **Vision Insurance:** Available as a voluntary benefit
- **Life Insurance:** Two policies provided, with options to purchase additional coverage for yourself and your spouse or dependents
- **Retirement Savings:** Participation in the **Wisconsin Retirement System (WRS),** a state-managed pension plan, along with access to a **457(b) deferred compensation plan**
- **Paid Time Off:** Accrued biweekly
- **Medical Leave Bank**: Hours can be added annually to be used for qualifying medical leave.
- **And more!**

**Compensation**

- **2026 full salary range:** $67,849.60 - $91,312.00.
- **Anticipated hiring range:** $67,849.60- $79,497, commensurate with qualifications and experience.
- **First review of applicants on Friday, October 23, 2026.**

- **Position is open until filled.**

## Essential Duties & Responsibilities

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for administering, recommending, creating, instructing, interpreting and implementing zoning, sign, land division, architectural review and other applicable codes and regulations dealing with land use matters.
2. Serves as a staff liaison to the Planning Commission, Zoning Board of Appeals, and Historic Preservation Commission
3. Researches, prepares and maintains correspondence, reports, records and evidence of zoning code violations.
4. Oversees zoning code enforcement, including supervision of code enforcement officer (if applicable)
5. Reviews building, land use and sign permits for zoning ordinance compliance.
6. Meets with citizens to review and explain related zoning codes as needed.
7. Compiles information and prepares reports for the planning commission.
8. Oversees, and administers zoning applications, including for conditional use permits, variances, rezonings and site plan review.
9. Maintains and updates zoning maps and related electronic/GIS based land use records.
10. Maintains and updates the zoning portions of the City website to ensure that zoning information is easily accessible and understandable.
11. Prepares and distributes notices of public hearings, rezoning applications, and zoning related violation in compliance with statutory requirements.
12. Issues zoning certificates, drafts zoning verification letters, and responds to questions from the public and City employees related to zoning and planning issues.
13. Coordinate with the building inspector to ensure that building services function smoothly.

1. Issues zoning certificates, drafts zoning verification letters, and responds to questions of the public and City employees related to zoning and planning issues.
2. Advises on specific short-term and long-range planning activities related to land use, economic, neighborhood and community development issues.
3. Monitors the City's Comprehensive Plan and its elements in relation to community development, social changes, and implementation levels.
4. Administers subdivision ordinance and recommends land division reviews, rezoning requests and conditional use permits, official mapping, and Planned Unit Developments. Reviews CSMs.
5. Ensure conditional use permit conditions are followed
6. Reviews and processes multifamily, commercial, and industrial site plans.  Conducts field inspections on finalized site plans.
7. Manages and enforces matters related to the Floodplain Ordinance.
8. Prepares written and oral reports, including graphics and maps, for presentation to Council, boards, commissions, community groups, etc.
9. Coordinates and communicates with developers to ensure that questions are answered in a timely manner and that proposed projects move through the zoning review process without unnecessary delays.

## Qualifications

**MINIMUM POSITION QUALIFICATIONS**

Bachelor's degree in Planning, Urban or Regional Studies, Engineering, Architecture, or closely related field and requires 3+ years of relevant experience. This position is typically staffed by individuals with considerable work experience and broad knowledge of organizational or departmental policies, procedures, and processes. This position is typically staffed by individuals with considerable work experience and broad knowledge of organizational or departmental policies, procedures and processes.

Anticipated Hiring range from $68,473 to $79,497 dependent on qualifications.
Please include resume and cover letter along with application submittal.

## Job Knowledge, Skills and Abilities

**KNOWLEDGE SKILL AND ABILITIES**

1. Thorough knowledge of the laws, codes, principles, practices, methods, and techniques as applied and pertaining to municipal planning, zoning, and development.
2. Ability to initiate and complete planning projects.
3. Ability to establish rapport with, maintain effective working relationships with, and make presentations to the Common Council, committees and boards, City departments, business community, and the public.
4. Ability to communicate effectively in written and verbal form and to prepare and maintain accurate and complete reports and records.
5. Ability to exercise good judgment, courtesy, and tact in maintaining effective public and employee relations.
6. Ability to prepare professional quality maps, drawings, and other illustrative materials for planning studies.
7. High level of accuracy and proficiency in interpreting and compiling legible records and data, and ability to collate and summarize data and prepare reports.
8. Consistently demonstrate positive, effective communication skills and interactions and proactively share pertinent information with the team.
9. Basic knowledge of mathematics principles.
10. Ability to act, make decisions, and justify action based on logic, good judgement, and rational thought.

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**Employer**
City of Elkhorn

**Address**
311 Seymour Ct.
PO BOX 920
Elkhorn, Wisconsin, 53121

**Phone**
(262) 723-2219

**Website**
https://www.cityofelkhorn.gov/

## Zoning Administrator Supplemental Questionnaire

*QUESTION 1

**Please indicate the highest level of education that you have achieved**

- ◯ Masters or Professional Degree
- ◯ Bachelor's Degree
- ◯ Associates Degree
- ◯ Some College Level Coursework

* Required Question