

## **Tama County Weed Commissioner** **Job Description**

### **Qualifications:**

Must pass the minimum standards established by the Iowa Department of Agriculture & Land Stewardship for noxious weed identification and the recognized methods for noxious weed control and elimination.

Must have and maintain a current valid 1A Commercial Pesticide Applicators License, and also an Iowa driver's license.

Must be able to walk on uneven and hilly terrain without difficulty, occasionally for long distances.

Good oral and communication skills.

### **Duties:**

Shall comply with all requirements of Chapter 317 of the Code of Iowa.

Shall take necessary steps to see that all noxious weeds are mowed and/or sprayed before they seed out

Shall maintain and document on Tama County plat maps the areas inspected on a daily basis.

Shall maintain and document on Tama County plat maps the areas which are trouble spots in road ditches and/or farm areas. Documentation shall include the place, time, and method of contact in which the responsible land owner was notified of the problem area. A written or verbal warning shall be given to the land owner that if the "problem area" is not corrected within 10 days of notice, the County will have the weeds destroyed at the expense of the land owner. Any trouble spots found in road ditches are to be reported to the County Engineer's Office.

Documentation must be made about followup of the problem areas. Followup includes making sure the weeds were mowed, or if they were sprayed, that there is evidence of the weed turning down or burning.

Shall prepare the annual noxious weed notice, and arrange for the necessary publication of same.

Shall prepare and submit the necessary State reports.

Shall present an oral report to the Board of Supervisors monthly from April through October. If it is not possible to present the oral report monthly, a written report shall be forwarded to the Board of Supervisors.

## **Zoning/Planning Administrator Job Description**

1. Designation of Zoning Administrator. The Zoning Administrator shall be designated by the Tama County Board of Supervisors.
2. Powers and Duties of the Zoning Administrator. The Zoning Administrator shall

enforce All Zoning Ordinances and in addition thereto and in furtherance of said authority shall:

- a. Issue all permits and collect applicable fees.
  1. maintain a written record of all transactions
  2. provide monthly report of transactions to the Board of Supervisors
- b. Process all applications for variances, special exceptions, and rezoning for referral to the Board of Adjustment and Zoning Commission.
- c. Respond to complaints of alleged violations of All Zoning Ordinances.
- d. Provide and maintain a public information service relative to all matters arising out of Zoning Ordinances.
- e. Provide proper forms to the public for the zoning process.
- f. Review site plans for conformance with the Ordinances.
- g. Carry out the administrative duties for both the Zoning Commission and the Board of Adjustment.
- h. Shall act as Secretary to the Zoning Commission and the Board of Adjustment.
- i. Insure that public notices of hearings are properly advertised in local newspapers and that notice is provided to the parties of interest.

## **Secretary of the Zoning Commission and the Board of Adjustment**

1. Jurisdiction. The Secretary of the Zoning Commission and the Secretary of the Board of Adjustment shall be the Zoning Administrator.
  - a. The Secretary of the Zoning Commission shall attend all meetings of the Commission, take full and accurate minutes of the proceedings, prepare all necessary reports and documents for and on behalf of the Commission, and perform such duties and functions as may be necessary for the orderly recording of the business of the Commission.
  - b. The Secretary of the Board of Adjustment shall attend all meetings of the Board, take full and accurate minutes of the proceedings, prepare all necessary reports and documents for and on behalf of the Board, and perform such duties and functions as may be necessary for the orderly recording of the business of the Board.

## **Required Duties**

Handle zoning, and building for unincorporated areas of Tama County (Outside any incorporated city boundary).

Issue building permits and zoning permits.

Perform zoning inspections by enforcing our zoning ordinances.

Handle requests for rezoning variances, conditional use permits, temporary use permits, and special use permits.

Act as secretary to plan and schedule meetings and public hearings with the County Board of Adjustment, Zoning Commission and Board of Supervisors.

Handle all major and minor subdivision requests.

Handle requests for Home Industry and Home Occupation permits.

Handle all other matters related to All Zoning issues.