

The Henry County Planning Commission Department has a full-time opening for the position of Zoning Administrator. This non-exempt position is a 35-hour per work week, annual salary of \$41,671, and has a benefit package after probationary period.

The incumbent serves as Zoning Administrator for the Henry County Planning Commission. The incumbent must have training and experience in the field of planning and zoning. A job description is included for view of the duties, job requirements and other necessary knowledge, skills, and responsibilities for this position.

Applicants are to submit a cover letter, resume, and general application, to include three (3) professional references to apply for the Zoning Administrator position. Please submit all required documents via email to abankson@henrycounty.in.gov with "Zoning Administrator Position" in the subject line; or send in US Mail to: Anne Bankson, Human Resources; Henry County Courthouse Suite 213; 101 South Main Street; New Castle, IN 47362. Required documents must be received by Friday, July 9, 2021, at 4:00 p.m. to be considered for the position of Zoning Administrator.

Henry County Government Offices is an Equal Employment Opportunity Employer

**POSITION DESCRIPTION
COUNTY OF HENRY, INDIANA**

POSITION: Zoning Administrator
DEPARTMENT: Planning Commission
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)
DATE WRITTEN: 1989 **STATUS:** Full-time
DATE REVISED: November 1996; April **FLSA STATUS:** Non-exempt
2014; May 2021

To perform this position successfully, an individual must have training and experience in the field of planning and zoning. Incumbent must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship. The commissioner(s) may not give any consideration to political affiliation in the appointment of the Zoning Administrator.

Incumbent serves as Zoning Administrator for the Planning Commission, responsible for developing, administering and enforcing land use ordinances, and serving as the County's Data Technician.

DUTIES:

Reviews applications for zoning and variance changes, including studying documentation, conducting on-site inspections, measuring set-backs, calculating areas, communicating with applicants, resolving problems and making formal recommendations for approval/denial to Plan Commission and Board of Zoning Appeals (BZA). Revises/updates zoning maps as authorized.

Authorizes issuance of Improvement Location Permits, reviewing documentation, conducting on-site inspections and ensuring compliance with applicable ordinances. Advises Assessors of new building construction and remodeling as required.

Authorizes issuance of building and service permits, collects fees, issues receipts and submits monies to Auditor's office as required.

Schedules and attends meetings, maintains minutes and records, responds to inquiries and provides technical assistance and materials regarding hearings and decisions of Plan Commission and BZA. Compiles, prepares, publishes and distributes reports, ordinances and related materials as required. Publishes/provides notice of public hearings and meetings according to state and local requirements.

Represents Plan Commission and BZA on various boards/committees or as requested, explaining policies, procedures, objectives and action on specific cases.

Responds to various inquiries, including appropriate land use according to local, state, and federal laws and guidelines.

Administers E-911 Mail Addressing System, calculating and assigning new street numbers to residential and commercial structures on County roads.

Periodically prepares and updates various County plans, codes and supportive data, including Comprehensive Plan, local building and housing codes, and zoning ordinances.

Collaborates with Plan Commission in preparing annual Department budget, and presents and discusses with County Council as required. Administers approved budget, authorizing expenditures and ensuring cost-effective operations.

Serves as County's Data Technician, including creating, maintaining, and updating maps for zoning and E-911 addressing, maintaining related files and field verifications, preparing drawings for review, and assisting Auditor with verification of plated property and property splits.

Periodically attends training seminars.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Associates and/or Bachelor's degree preferred or equivalent combination of education and related experience.

Thorough knowledge of and ability to make practical application of Department policies and procedures, and state and County ordinances regarding zoning and land development.

Thorough knowledge of County topography, including roads, wetlands, subdivisions and drainage.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare detailed reports as required.

Knowledge of County and/or government budget process and practices, and ability to prepare and administer Department budget and make related arithmetic calculations.

Knowledge of basic filing systems and ability to maintain and create accurate and complete department files and records.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Plan Commission, BZA, United State Census Bureau, County Council and Commissioners, various boards, regulating agencies and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to properly operate office equipment, including computer, copier, scanner, telephone, and calculator.

Ability to prepare and make public speaking presentations and occasionally provide expert testimony in legal proceedings.

Ability to read and interpret detailed prints, specifications, property legal descriptions, plat maps and aerials.

Ability to coordinate, place, and/or make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to apply knowledge of people and/or locations and plan and layout assigned work projects.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended and/or evening hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies legal codes and well-established policies and procedures to individual cases and circumstances, exercising independent judgment in interpreting codes, and identifying and resolving violations.

III. RESPONSIBILITY:

Incumbent performs duties according to legally defined procedures and standard Department policies and procedures, discussing with supervisory boards/commissions unusual or unprecedented situations. Incumbent's work is reviewed primarily for soundness of judgment, and compliance with legal requirements and department policy. Decisions have considerable impact on developers and petitioners, with errors in decisions possibly resulting in litigation against the County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Plan Commission, BZA, United State Census Bureau, County Council and Commissioners, various

boards, regulating agencies and the public for purposes of exchanging and explaining information, interpreting and enforcing ordinances, and supervising and directing personnel.

Incumbent reports directly to Plan Commission.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and outdoors/in the field, involving driving to/from various property sites, walking on uneven terrain, sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing 25-50 pounds, bending, reaching, close/far vision, color perceptions, handling/grasping/fingering objects, speaking clearly, and hearing sounds/communication. Incumbent occasionally works extended and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Zoning Administrator for the Planning Commission describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Name Print/Type