

Carroll County Area Plan Commission

Carroll County Courthouse - 101 W. Main Street Delphi, Indiana 46923

Phone: 765-564-4468 Email: areaplan@carrollcountyin.gov

Job Opportunity-Executive Director/Zoning Administrator

Zoning Administrator

Executive Director
Douglas A. Wagner

Area Plan Commission

Al Auffart
Tina Bernacchi
Ross Larimore
Pat Marley
Steve May
Dale Seward
Donald Shockley
Jo Thomas

Board of Zoning Appeals

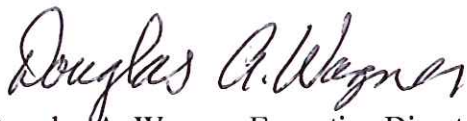
Al Auffart
Mary Ann Burton
Teresa Maxwell
Steve May
Everett Snoeberger

The Carroll County Area Plan Commission has an opening for full time position for an Executive Director/Zoning Administrator. Duties include but not limited to: Answering telephone, greeting office visitors, review and approve improvement location permits, prepare board packets for Plan Commission and Board of Zoning Appeals, answer questions regarding zoning, utilize GIS software, Microsoft office, and Indiana Floodplain Information Portal, assist visitors with completing applications and other forms.

Employment is 36 hours per week.

All applications are to be submitted to the Auditor's Office at the Carroll County Courthouse in Delphi on the Carroll County application form which may be obtained at the Auditor's Office. The full job description may be viewed at the Auditors office or the Plan Commission website. www.carrollcountygovernment.org/area-plan-commission.html

- An Equal Opportunity Employer -



Douglas A. Wagner, Executive Director
Carroll County Area Plan Commission



**POSITION DESCRIPTION
COUNTY OF CARROLL, INDIANA**

POSITION: Executive Director/Zoning Administrator
DEPARTMENT: Area Plan Commission
WORK SCHEDULE: As scheduled
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 2009

STATUS: Full-time

DATE REVISED: August 2015, June 2017

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Carroll 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 present an undue hardship.

Incumbent serves as Executive Director/Zoning Administrator for the Carroll County Area Plan Commission, responsible for administrating, regulating, and enforcing zoning and land use ordinances.

DUTIES:

Oversees and manages daily operations of Area Plan department, including periodically analyzing workload, reviewing position documentation, interviewing candidates and making hiring recommendations, evaluating job performance, determining significant changes in job responsibilities, reviewing salaries, and recommending promotions, transfers, or demotions.

Supervises assigned staff, including providing orientation and training, planning, delegating, and controlling work assignments, establishing specific work goals, and maintaining discipline and recommending corrective actions as warranted. Keeps Plan Commission and assigned staff informed of organizational developments.

Performs general accounting and finance functions, including monitoring expenditures to ensure compliance with Department budget, processing and submitting claims, balancing accounts, and maintaining accurate financial records. Calculates Department payroll and submits to County Auditor.

Assists in preparing and submitting annual Department budget, developing cost projections, attending budget hearings, and ensuring cost-effective operations. Compiles, prepares and disseminates annual Department report, and maintains and orders Department equipment and supplies.

Reviews building permit applications, including determining variances, special exceptions and/or zoning changes. Prepares and issues permits, reviews site plans, and receives/receipts permit fees.

Communicates regularly with various individuals and local, state and federal regulating agencies, responding to inquiries, researching records/plats, exchanging information, assisting with forms/applications, and explaining procedures and legal requirements.

Maintains zoning related records and documentation and prepares agenda, reports and related documents for Area Plan Commission and Board of Zoning Appeals (BZA) meetings.

Receives and investigates zoning and nuisance violations and complaints, conducts on-site inspections, researches applicable County ordinance(s), and coordinates efforts of Plan Commission and other departments in ensuring/enforcing citizen compliance. Presents cases of non-compliance to the hearing authority and performs all necessary follow-up work.

Conducts on-site compliance inspections for new construction and rebuilt flood-damaged homes. Provides all flood map and/or flood insurance rate map (FIRM) determinations, including community and panel numbers.

Performs substantial damage and substantial improvement calculations for permits in flood hazard areas and assists property owners in bringing properties to compliance with flood hazard and zoning ordinances and National Flood Insurance Program (NFIP).

Answers telephone and greets office visitors, responding to inquiries, providing information and assistance, taking messages and/or directing callers to appropriate individual or department.

Assigns addresses for new dwellings, updates computer records accordingly, and distributes essential information to 911 and postal service agencies.

Attends and participates in various meetings, including Area Plan Commission, Board of Zoning Appeals, Steering and Zoning Committees and Indiana Department of Transportation (INDOT) community meetings. Periodically makes presentations, explaining policies, procedures, objectives and action on specific cases.

Maintains current knowledge of area planning, land use regulations, ordinances, enforcement areas, and periodically attends seminars/conferences.

Evaluates and prepares suggested changes and updates to County ordinances, including reviewing and drafting amendments to local zoning ordinances and zoning maps.

Supports recommendations of Area Plan Commission to appropriate legislative body providing zoning certifications and staff reports, including analyzing requests and research history related to zoning, variances, and building permits.

Conducts research in national planning trends and in other jurisdictional planning rules, regulations, and techniques.

Occasionally provides testimony in legal proceedings/court.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in Urban Planning, Urban Geography or related field.

Thorough knowledge of and ability to make practical application of Department policies and procedures, federal and state laws and local ordinances regarding zoning, subdivision control, land development, and drainage/flood control.

Thorough knowledge of County topography and ability to read and interpret property legal descriptions, construction and subdivision development plans, plat and flood plain maps, and aerial photos.

Working knowledge of the budget process and ability to prepare and administer Department budget, develop cost projections, calculate payroll, process and submit claims, balance accounts, and maintain financial records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, documents, and detailed written reports.

Knowledge of standard filing systems and ability to create and maintain Department files/records.

Ability to manage daily operations of Department including supervising staff, interviewing candidates, and assisting in preparing and submitting Department budget and claims.

Ability to operate standard office equipment, including computer, calculator, telephone, copier, and fax machine.

Ability to effectively communicate orally and in writing with co-workers, other County departments, BZA, Plan Commission, Department of Natural Resources (DNR), 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 understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people or things.

Ability to compile, analyze and evaluate data, make determinations, and take action based on data analysis.

Ability to work independently and with others in a team environment, often under pressure of formal schedules and deadlines, and on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and count/make arithmetic calculations and solve mathematical equations.

Ability to maintain positive community support and plan and present public speaking presentations.

Ability to conduct on-site inspections to determine compliance with local ordinances and requirements.

Ability to provide testimony in legal proceedings/court.

Ability to regularly work evenings and occasionally travel out of town for meetings, but not overnight.

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

II. DIFFICULTY OF WORK:

Incumbent performs duties which are broad in scope and impact and involve many variables and considerations, often with conflicting aspects. Incumbent applies practical and theoretical principles to various situations, exercising judgment in interpreting precedents and adapting and applying ordinances to individual cases and complex circumstances.

III. RESPONSIBILITY:

Incumbent performs duties according to legally defined procedures and Department goals and objectives, discussing with Plan Commission unusual or unprecedented situations, such as projects involving significant public input or controversy. Incumbent makes extensive contributions to the development of Department objectives, policies, and procedures, and work is periodically reviewed for compliance with legal requirements. Incumbent's decisions have considerable impact on developers, petitioners and the community, and errors in decision could result in possible litigation against the County.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Plan Commission, BZA, DNR, and the public for purposes of exchanging information, implementing policies, enforcing codes, and negotiating/resolving problems.

Incumbent reports directly to Plan Commission Board of Directors.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, speaking clearly, and hearing sounds/communication. Site visits may involve exposure to inclement weather, walking on rough terrain, and hazards often associated with building/construction sites, such as traffic, dust, dirt, fumes, noise, and heavy equipment.

Incumbent regularly works evenings and occasionally travels out of town for meetings, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Executive Director/Zoning Administrator for the Area Plan 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

Print or Type Name