

## Assistant Planner - Area Plan

Full-Time - 37.5 hours

Starting Wage: \$28.70

### Responsibilities:

- Enforce County flood control ordinance, including reviewing elevation certificates for compliance with required elevations and pursuing violations. Interpret National Flood Insurance Rate (NFIP) maps and flood studies and assist general public, real estate personnel, and insurance personnel with flood related information and problems, including submitting map amendments and revisions for Federal Emergency Management Agency (FEMA). Maintain communications with FEMA and Indiana Department of Natural Resources (IDNR) regarding flood issues. Maintain records in database for elevation certificates. Perform on-site inspections during flood events.
- Maintain county community ratings with Insurance Service office for the Community Ratings System (CRS).
- Research and draft ordinances and comprehensive plan revisions and amendments, including maintaining up-to-date ordinances and maintaining digital codified ordinances with notations of past and present revisions.
- Interpret zoning, flood control, storm water, erosion, subdivision, and mobile home park ordinances. Enforce county storm water and erosion control ordinance, performing site inspections to ensure proper compliance, coordination with inspectors on erosion control compliance and enforcement, directing owners and contractors on compliance, and pursuing violations.
- Facilitates Syracuse Board of Zoning Appeals meetings, including but not limited to preparing files and minutes.
- Review and issue sign permits, maintain sign database for county, and enforce sign section of zoning ordinance.
- Assist in preparing for Area Plan Commission and Board of Zoning Appeals meetings. Scan large scale maps and site plans into digital form for viewing during meetings. Attend meetings to gather information to provide assistance to board members. Print plats and other relevant recorded documents. Review subdivision plats and hearings to ensure completion of data and compliance, present information and maps at public meetings, and create legal advertisements for newspapers as required.
- Assist in supervising and directing Department personnel, including but not limited to planning and delegating work assignments, administering personnel policies and procedures, and providing orientation to new employees. Supervise Department operations and personnel in the absence of the Executive Director.
- Maintain Department website, posting meeting dates and relevant up-to-date information.
- Edit and create maps using geographic information systems (GIS) software, including creating data layers.
- Present information to Commissioners and Town Boards for approval and review, including right-of-way vacation recommendations and ordinance amendments. Notify

service providers and area property owners of changes as required by statute and directed by Commissioners.

- Issue improvement permits and sets petitions for variances, exceptions, appeals, rezoning, and subdivisions. Answer questions from the public regarding ordinances and zoning.

**Qualifications:**

- Bachelor degree in public administration, planning, or related area or equivalent combination of education and experience.
- Thorough knowledge of and ability to make practical application of local, state, and federal regulations regarding planning, flood control and erosion control.
- Ability to meet all employer and department hiring requirements, including passage of a drug test.
- Ability to assist in supervising and directing Department personnel, including but not limited to planning and delegating work assignments, administering personnel policies and procedures, and providing orientation to new employees.
- Ability to supervise Department operations and personnel in the absence of the Executive Director.
- Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.
- Ability to read and interpret detailed prints, specifications, property legal descriptions, plat maps and aerials and plan and layout assigned work projects.
- Possession of a valid driver's license and demonstrated safe driving record.