

JOB DESCRIPTION:

COUNTY ZONING ADMINISTRATOR/ASSISTANT PLANNING DIRECTOR

Department: PLANNING

Reports to: EXECUTIVE DIRECTOR

Represents 3 separate governmental jurisdictions: Logansport, Cass County and Walton

General Responsibilities:

The Zoning Administrator should have the ability to comprehend a variety of reference books and manuals including zoning ordinances, flood plain maps, plat maps, site plans, applications, permits and related reports and records. The Zoning Administrator should also have the ability to communicate effectively with customers, planning staff, public officials, City and County personnel and the general public, verbally and in writing.

Essential Duties and Responsibilities:

- Administers and enforces the provisions of zoning ordinances
- Review and amend zoning ordinances as needed
- Issues Improvement Location Permits and Certificates of Occupancy and follows up to see if construction complies with permit site plans.
- Makes on site inspections and identifies violations of zoning ordinance.
- Maintains a permanent file of all permits, applications, Board of Zoning appeals hearings and their results as a public record.
- Locates property on Flood Insurance Rate Maps and determines zone in which certain property or structures are located.
- Ensures all National Flood Insurance Program regulations pertaining to State and Federal permits, subdivision review, utility consecution, record keeping, and water course alteration and maintenance have been met during review of Improvement Location Permit.
- Receives and investigates complaints, conducts on-site inspection, researches applicable ordinance regulations, coordinates efforts of Plan Department staff and other departments in ensuring/enforcing citizen compliance to zoning ordinances.
- Process applications for variance requests. This will include preparing the notice of public hearing, identifying affected property owners, site inspections, information gathering and staff report.
- Issues street addresses for new construction within the Logansport Corporate Limits, Cass County and Walton.
- Research and drafting of documents.
- Assisting the Executive Director in special projects.
- Customer assistance which may include researching information, writing and answering correspondence.
- Attends the following meetings when scheduled:

Plan Commissions of Logansport, Cass County and Walton
Board of Zoning Appeals of Logansport, Cass County and Walton

Qualifications:

Bachelor's degree in urban planning or related field or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities.

Equipment utilized:

- Computer (including basic software skills)
- Projector
- Copier
- Digital Camera

Environment Adaptability:

Typical office environment and on-site locations.

PLEASE SEND RESUME AND CONTACT INFORMATION TO:

Logansport/Cass County Plan Department

200 Court Park, Room 314

Logansport, IN 46947

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