

JOB DESCRIPTION:

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/Assistant Planning Director 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
- Issues Improvement Location Permits
- 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 coordination, 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 the Development Plan Reviews and Architectural Review Committee. This will include site inspections and information gathering.
- Process applications for variance requests to BZA. This will include preparing the notice of public hearing, identifying affected property owners, site inspections, information gathering and staff report.
- Issue and correct street addresses
- Work with Technical Review Committee on building permits as well as with BZA Cases.
- Attends the following meetings when scheduled:
 - Plan Commissions of Cass County, Logansport and Walton
 - Board of Zoning Appeals of Cass County, Logansport and Walton
 - Possibly Other Community Meetings

Qualifications:

Preferred Bachelor's Degree in Planning, Landscape Architecture or other related field; or training and experience which provides the necessary knowledge, skills and abilities for this position.

Equipment utilized:

- Computers
- GIS and Permitting Software
- Calculator
- Fax Machine
- Telephone and answering machine
- Copier
- Digital Camera

Salary:

\$30,000 - \$40,000 dependent on qualifications

Please send request to Arin Shaver at (574)753-7775 or email arin.shaver@co.cass.in.us by July 2, 2018