

**POSITION DESCRIPTION
COUNTY OF PERRY, INDIANA**

POSITION: Administrator
DEPARTMENT: Planning and Zoning Commission
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: March 1997 **STATUS:** Part-time
DATE REVISED: December 2008, June 2021 **FLSA STATUS:** Non-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. Perry County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Administrator for the Perry County Planning and Zoning Commission, responsible for administering and enforcing land use ordinances, issuing improvement location permits, and supervising and directing personnel.

DUTIES:

Supervises and directs personnel, including administering personnel programs and procedures, planning and making work assignments, providing training, establishing goals, evaluating job performance, informing staff of organizational developments, and maintaining discipline.

Issues improvement location permits, reviews site plans and locates sites on plats/maps, verifies zoning designations, and prepares legal descriptions. Confirms septic permits, reviews for location in flood plain, assists applicants with completing documents, and communicates with developers/contractors.

Processes applications for zoning variances and special exceptions, including reviewing documentation, calculating areas, communicating with applicants and attorneys, resolving problems, recommending approval/denial, and coordinating and conducting public hearings for Plan Commission and Board of Zoning Appeals (BZA). Revises/updates zoning ordinances and maps as authorized.

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

Compiles, prepares and disseminates annual Department report. Periodically assists in developing and/or updating the County Master Plan and assists in preparing/supporting various grant applications.

Testifies in legal proceedings/court as necessary.

Occasionally responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

High school diploma or GED. Baccalaureate Degree in Urban-Regional Planning or related area or equivalent combination of education and experience preferred.

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

Thorough knowledge of County topography, including roads, wetlands, subdivisions, drainage and erosion control, 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 make arithmetic calculations and administer department budget, ensuring cost-effective operations and maintenance of accurate records.

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

Ability to operate standard office equipment, including typewriter, calculator, computer, and telephone.

Ability to supervise personnel, including administering personnel programs and procedures, planning and making work assignments, providing training, establishing goals, evaluating job performance, informing staff of organizational developments, and maintaining discipline.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Plan Commission, BZA, local, state and federal regulating agencies, developers, contractors, attorneys 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 or written instructions.

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 time pressure, and on several tasks at the same time.

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

Ability to plan and present public speaking engagements, fund raisers, and special events.

Ability to periodically testify in legal proceedings/court.

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 involve many variables and considerations, often with conflicting aspects. Incumbent exercises considerable judgment in interpreting precedents, adapting and applying ordinances to individual cases and complex circumstances, and projecting the impact of decisions on area communities.

III. RESPONSIBILITY:

Incumbent performs duties according to legal requirements and Department policies and procedures, discussing unusual or unprecedented situations, such as controversial land development, with supervisory boards/commissions and attorneys. Decisions and work product are reviewed primarily for compliance with Department policy. Decisions have considerable impact on developers, petitioners, and the community, 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, local, state and federal regulating agencies, developers, contractors, attorneys and the public for purposes of exchanging information, explaining/interpreting policies, procedures and codes, and negotiating/resolving problems.

Incumbent reports directly to President of Plan Commission.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting/standing/walking at will, sitting/ standing/walking for long periods, driving, keyboarding, close/far vision, color/depth perception, bending, reaching, crouching/kneeling, pushing/pulling objects, hearing sounds/communication, handling/grasping objects, lifting/carrying objects weighing in excess of 50 pounds, and speaking clearly.

Inspection duties involve exposure to inclement weather, temperature extremes, walking on uneven terrain, and hazards often associated with building/construction sites, such as traffic, dust, dirt, fumes, noise, and heavy equipment.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrator for the Planning and Zoning 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