

Assists public and other customers as needed by answering questions on zoning and subdivision notices and maintaining organized records of permits and applications for public access.

Assists the Plan Commission Attorney in preparing responses to various lawsuits involving the Plan Commission, Board of Zoning Appeals and the Plan Commission office.

Responds to inquiries and investigates formal complaints of non-compliance with land use codes, including reviewing site plan, making on-site visits, measuring set-backs, calculating areas, ensuring compliance with ordinances, researching computer and printed records, assisting with forms/applications, explaining procedures and legal requirements.

Represents Plan Commission at various meetings, such as Board of County Commissioners, town boards and County Council. Serves as Commission liaison, coordinating communication and operations with related agencies.

Periodically reviews ordinances for possible amendments and rewrites as needed. Conducts special projects and studies as needed for County.

Maintain or obtain pertinent accreditations and current knowledge of land use regulations and issues by occasionally attending training seminars and conferences to integrate ideas and concepts into county planning initiatives.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate Degree and/or previous experience in zoning, land use planning and supervising personnel.

AICP – preferred with previous knowledge and experience in land use planning.

Thorough knowledge of and ability to make practical application of Commission policies and procedures, and State and County ordinances regarding zoning, subdivision control, drainage/flood control, public environmental nuisances, transportation and land development.

Ability to supervise and direct assigned personnel, including interviewing applicants, hiring, providing orientation, training and corrective instruction, scheduling/making work assignments, evaluating performance, and/or terminating as necessary.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Plan Commission, Board of Zoning Appeals, County Council, Board of county Commissioners, town boards, regulating agencies, related organizations and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to prepare and make public speaking presentations at various events as needed.

Ability to work rapidly for long periods, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions. Ability to plan and layout assigned work projects and work alone and with others in a team environment with minimum supervision.

Ability to work extended, evening and /or weekend hours which may include travel out of town.

Working knowledge of standard English grammar, spelling and punctuation and the ability to prepare correspondence, documents and detailed reports and properly operate office equipment, including computer, printer, typewriter, calculator, fax machine, copier, blue print machine and telephone.

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, involving many variables and considerations that integrates complex problem solving techniques. Incumbent exercises judgment which will require critical thinking in interpreting precedents and applying land use ordinances to individual cases and circumstances. Incumbent develops own objectives for areas of responsibility and has almost total autonomy within the guidelines of the LaGrange County employee handbook.

III. RESPONSIBILITY

Incumbent is responsible for all legal, administrative and other county policies to effectively direct the County Plan Commission Office. Incumbent receives administrative direction from various boards/commissions, with purpose and desired results indicated. Incumbent makes authoritative application of Commission policies, discussing unprecedented situations with appropriate elected and appointed officials as needed. Decisions and work product of the Planning Commission Department are reviewed primarily for appropriate supervision or direction of department objectives.

IV. PERSONAL WORK RELATIONSHIPS

Incumbent reports directly to the Plan Commission.

Incumbent maintains frequent contact with the public, staff, other County departments, Plan Commission, Board of Zoning Appeals, County Council, Board of County Commissioners, town and city officials, regulating agencies, and related organizations for the purpose of exchanging information, explaining and interpreting policies and procedures, directing/coordinating Commission operations and supervision personnel.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT

Incumbent performs a variety of duties in a standard office environment, which may involve sitting and walking at will, lifting/carrying objects weighing under 40 pounds, close and far

vision, handling/grasping/fingering objects, driving and hearing sounds/communication. Incumbent also works outside occasionally and may walk on uneven terrain in extreme temperatures for short periods of time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Executive Director of the 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 requirements as outlined?

Yes _____ No _____
