

# JOB OPENING

**Position:** Zoning Administrator for the Dearborn County, Indiana Planning & Zoning Department

**Wage:** \$47,000 – \$53,000 per year depending on qualifications; *includes excellent benefits package*

**Hours:** 40 hours per week; Monday-Friday (Primarily day-shift but includes some evening meetings)

## **Essential Duties & Responsibilities:**

*The duties noted below are not to be construed as exclusive or all-inclusive. Other duties may be assigned as necessary. Full description can be requested by emailing Nicole Daily (email below)*

- Assists the Planning Director with the coordination and facilitation of short and long-range planning initiatives within the County—including updating community Comprehensive Plans, Zoning Ordinances and Subdivision Regulations
- Serves as a primary responder to inquiries from the public on zoning and subdivision control regulations—providing quick, accurate, and courteous customer service
- Administers, reviews, and approves Improvement Location Permit applications, Certified Surveys, Major and Minor Site Plan Reviews
- Facilitate and present the submitted request to the Board of Zoning Appeals during public meetings
- Creates, maintains, and edits GIS layers for which the Department of Planning and Zoning is responsible—such as addressing, zoning, park and recreation areas, existing and proposed land use maps, zoning maps, etc.
- Enforces the zoning-related ordinances by investigating and taking proper action to ensure (consistent) compliance—and works closely with the Code Enforcement Officer in this effort for the County, Towns and Cities

## **Minimum Training & Experience Required:**

- The ideal candidate will have a background in community planning and development and will demonstrate that he / she has an exceptional ability to develop positive relationships with a variety of communities, businesses, and government organizations. In addition, the candidate should be proficient with computer software such as ArcGIS, Microsoft Word, Excel, PowerPoint, Publisher, OneNote, Adobe and Photoshop.
- A Bachelor's Degree from an accredited university in urban planning or a closely-related field is required. Preferred two years of professional work experience in the planning or related field.
- Must possess a valid driver's license and must be eligible to work in the United States
- Ability to pass pre-employment screening / testing

Cover Letter and resume must be submitted to Nicole Daily via email at [ndaily@dearborncounty.in.gov](mailto:ndaily@dearborncounty.in.gov) or mail to 165 Mary Street, Lawrenceburg, IN 47025 **no later than Friday, October 28, 2022.**

# Planning & Zoning