

**ZONING ENFORCEMENT OFFICER
EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION**

SALARY RANGE

INITIATION \$33,461

SIX MONTHS \$35,055

POSITION GRADE

COMOT V

The Evansville-Vanderburgh County Area Plan Commission is currently taking applications for its Zoning Enforcement Officer position in the Planning Department. The Area Plan Commission (APC) is the land use planning agency for the City and County, and primarily administers the Zoning and Subdivision Codes. This is a highly responsible position in a team-oriented and often fast-paced setting.

The successful candidate must learn to make practical application of zoning, sign, and subdivision code regulations, must possess excellent written and verbal communication and organization skills, must be detail-oriented with exceptional computer skills, and have the ability to learn quickly, multi-task on work items, and correctly read maps. A valid driver's license is required.

Employees in this position are primarily responsible for documenting complaints received from the public, investigating alleged code violations, conducting on-site inspections, communicating with property owners where it is verified that a violation exists to help resolve the violation, and maintaining confidential inspection files. In addition, the Zoning Enforcement Officer will assist the public at the APC office counter and on the telephone regarding land development issues and filings, and will review site plans, attend Site Review Committee and other meetings, and issue improvement location permits, among other tasks.

Current City employees please note: While the APC's Planning Department is an independent and non-political joint City-County department that is funded by both the City and the County, fiscal and personnel matters including payroll and benefits are administered by the County Auditor's office; therefore, all APC employees are technically County employees for those purposes, and City employee time accrued carries over for PERF retirement, but generally does not carry over into this position for vacation, sick or personal time.

Submit resume or application by December 10, 2021 to: Area Plan Commission, Room 312, Civic Center, Administration Building, 1 NW Martin Luther King Jr. Blvd, Evansville, IN 47708-1833; or by email at amspraggs@evansvilleapc.com. An Equal Opportunity Employer.