

**ASSISTANT ZONING ADMINISTRATOR
EVANSVILLE-VANDERBURGH COUNTY AREA PLAN COMMISSION**

2023 SALARY RANGE

INITIATION \$38,722

SIX MONTHS \$40,576

POSITION GRADE

PAT IV

The Evansville-Vanderburgh County Area Plan Commission is currently taking applications for its Assistant Zoning Administrator 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.

The Assistant Zoning Administrator will work directly with the Zoning Administrator in the intake, review, and preparation of zoning, variance, special use, and appeals applications for accuracy and completeness. In addition, this position will assist in researching and preparing information for meetings with potential and active applicants on site development projects along with answering technical questions regarding the zoning code. The Assistant Zoning Administrator will assist the public at the APC office counter and on the telephone regarding land development issues and filings, along with gathering information for petitions, among other tasks. A more detailed position description can be found at the Area Plan Commission website at www.evansvilleapc.com.

This position is a Union position that shall follow the collective bargaining agreement.

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 November 30, 2022 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.

Position Description
County of Vanderburgh, Indiana

Position: Assistant Zoning Administrator/Planner

Department: Area Plan Commission

Job Category: PAT IV

Supervisor: Zoning Administrator

Summary

Position serves as the Assistant Zoning Administrator/Planner for the Area Plan Commission and is responsible for assisting the Zoning Administrator in all duties and functions along with working as a Planner for current and long range land use and comprehensive planning.

Duties and Essential Functions

- Administration and Enforcement of the zoning code;
- Assists in preparing for and running the Board of Zoning Appeals monthly meeting;
- Assists the Zoning Administrator in the intake, review and preparation of zoning, variance, special use and appeals applications for accuracy and completeness;
- Assists in preparing staff field reports for applications that have been filed and deemed to be complete for the Area Plan Commission and Board of Zoning Appeals meetings;
- Attend the Legislative Body meetings, i.e. City Council and County Commissioners, representing the Area Plan Commission for all zoning petitions that have gone before the Area Plan Commission and have been forwarded with the recommendation as voted upon if the Zoning Administrator cannot attend;
- Assists in supervising and directing daily activities of the Zoning Investigators including assigning specific projects, providing technical assistance, direction and supervision/evaluation of performance.
- Gathers information and research for zoning inquiries including legal non-conforming applications, freedom of information and zoning certificate requests;
- Assists in responding to zoning violation complaints and initiates appropriate action to solve valid complaints. Reviews violation letters and applicable fines with staff;
- Assists staff with court hearings to provide technical assistance with zoning code violations;
- Provides technical assistance to other governmental agencies as needed;
- Helps the Assistant Director as needed with special planning projects, i.e. Comp Plan, etc.

- Researches and prepares information for meetings with potential and active applicants on site development projects along with answering any technical questions regarding the zoning code to applicant's counsel, technical representatives, etc.
- Assists in interpretation of existing and preparation of new zoning ordinance amendments with elected officials, attorneys, and staff;
- Reviews and continually updates zoning, variance, special use, and appeals packets/application forms that the public submits to be heard by either the Area Plan Commission or Board of Zoning Appeals;
- Uses the Geographical Information System (GIS) to investigate possible violations, and legal non-conforming applications; uses the Comp Plan and other appropriate resources in preparation of staff field reports, etc.;
- Performs related duties as assigned by the Zoning Administrator and Executive Director;

Job Requirements

- Ability to interpret, explain and apply zoning laws, regulations, guidelines, and codes as they relate to various circumstances and situations with the Area Plan Commission and Board of Zoning Appeals domain;
- Knowledge of local, state, and federal rules and regulations regarding land use and zoning;
- Have the ability to read and interpret various maps including aerial photos, site plans, etc. and has the ability to use the Geographical Information System (GIS);
- Ability to communicate tactfully and effectively with a wide range of individuals, including federal, state, and local officials, attorneys, and members of the general public under conditions of potential conflict;
- Requires skills to supervise multiple staff members and train them accordingly to be able to help in the application and review process along with communicating with the general public;
- Ability to maintain confidential information and cope with unprecedented types of problems by extending accepted planning methods and techniques;
- Ability to legally drive a motor vehicle;
- Ability to follow all personnel policies and rules of the organization;
- Ability to research planning issues on-line and using other means;
- Ability to draft updates to the Comp Plan and develop other planning documents;

Qualifications

Bachelor of Arts or Science Degree in History, Business, English, Political Science, Planning, Public Administration or related field is preferred. Requires a valid driver's license.