

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Community Development

Position: Assistant Planning & Zoning Administrator

Scheduling: Monday – Friday 8:00 a.m. – 5:00 p.m. with hours extending beyond 5:00 p.m. as necessary for meetings.

FLSA Status: Exempt (Salary)

Date of Announcement: July 3, 2018

Application Deadline: Until position is filled

Under the supervision of the Planning & Zoning Administrator, the Assistant Planning & Zoning Administrator performs a variety of duties in assisting the daily activities of the Planning Department.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Operates as staff to the Goshen City Board of Zoning Appeals, writing and preparing reports on variances, exceptions and appeals on matters related to the Zoning Ordinance.
- Reviews and approves site plans for compliance with the Zoning and Subdivision Ordinance before issuance of building permits.
- Communicates and works with citizens regarding the Zoning and Subdivision Ordinance before construction, striving to have citizens in compliance with the zoning laws.
- Assists the Planning & Zoning Administrator with planning and zoning compliance.
- Interacts with applicants who file petitions and appeals with the Board of Zoning Appeals.
- Provides technical assistance and advises the Board of Zoning Appeals on zoning matters.
- Reviews legal notices for newspaper publication requisite to public hearings.
- Prepares confirmation zoning letters for real estate transactions.
- Maintains, updates and creates planning & zoning GIS layers.
- Serves as a liaison between the City and resident-based organizations.
- Provides information and referrals to neighborhood leaders.
- Operates the Planning Office in the absence of the Planning & Zoning Administrator.
- Performs the duties of the administrative office assistant in the absence of the administrative office assistant.
- Performs other related duties as required.

Minimum Training and Experience Required:

- Minimum of Bachelor's degree in Community Planning, Public Administration, or closely related field is required, plus relevant work experience, or any equivalent combination of education, training and experience.
- Competency in various computer programs including GIS, databases, design software, word processing, and spreadsheets.
- Excellent written and verbal communications skills.

Minimum Physical and Mental Abilities:

- Competency in various computer programs including databases, word processing, GIS, design software and spreadsheets.
- Ability to operate a variety of automated office machines.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly evaluate a variety of informational documents including petitions to rezone/amend, appeals to the Zoning Ordinance, site plans and other reports/records.
- Ability to comprehend a variety of reference books and manuals including the Zoning Ordinance, zone maps, site plans and subdivision plats, Subdivision Ordinance, aerial photographs, state statutes, rules of procedure, etc.
- Ability to maintain a zoning map, Zoning Ordinance, Board of Zoning Appeals records/files, etc.
- Ability to accurately record and deliver information, meet deadlines and maintain confidentiality.
- Ability to use and interpret legal and planning/zoning terminology and language.
- Ability to work under stressful conditions, to respond immediately to urgent situations, and to balance priorities within and between offices/departments.
- Ability to advise and interpret the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others with well-established policies, procedures and standards.
- Ability to communicate effectively with developers, attorneys, the Mayor, consultants, other department heads, Board of Zoning Appeals members, other City personnel, and the general public both verbally and in writing.
- Ability to work as part of a team.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Grade 13 as designated by current salary ordinance, \$43,940 to \$52,622/year depending on experience and qualifications.

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free