POSITION DESCRIPTION
COUNTY OF OWEN, INDIANA

POSITION:	**Building Administrator & Planning / Zoning Director**
DEPARTMENT:	**Building Department**
WORK SCHEDULE:	**8:00 a.m. - 4:00 p.m., M - F**
JOB CATEGORY:	**PAT (Professional, Administrative, Technological)**

DATE WRITTEN: February 10, 2025 **STATUS: Full-time**
DATE REVISED: February 10, 2025 **FLSA STATUS: Non-exempt**

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Owen County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Building Administrator and Planning and Zoning Director and Floodplain departments, responsible for long term department planning, ensuring compliance with various ordinances.

DUTIES:

Supervises department personnel, including reviewing position documentation for newly created or significantly revised positions, interviewing candidates for openings and make hiring recommendations, orienting new subordinates in the department regarding policies/procedures, planning/delegating/controlling work assignments, evaluating performance results, and keeping supervisors and assigned staff informed of organizational developments.

Develops long-range strategic plans, including rendering administrative and planning objectives set by Planning Director into specific programs and/or protocols, and reviewing and updating development plans.

Makes recommendations to amend ordinances and prepares/publishes legal notices as needed.

Communicates with a variety of County departments, including ensuring completeness of documentation, sharing work-related information, reviewing applications for approval, evaluating requests, and working with or deferring to appropriate departments when necessary. Maintains complete records of correspondence.

Reviews building permits, including reviewing site plans and working with commercial building inspectors regarding review of commercial/industrial buildings after approval. Issues building permits for new constructions, remodels, additions, garages, and others, and forwards requests to the Building Inspector.

Initiates enforcement proceedings when code violations occur, including preparing letters and/or contacting property owners by phone, and referring to County Attorney if unresolved. Reviews floodplain development permits to ensure compliance with County and State ordinances before issuing permits/authorizations.

Maintains and tracks floodplain development, additions, and improvements permit records.

Attempts to minimize flood damages, including notifying adjacent communities and State Coordinator prior to any alteration or relocation of watercourse, submitting notices to FEMA, utilizing and enforcing gis sions issued by FEMA, and maintaining altered or relocated portions of watercourse to ensure flood-carrying capacity is not diminished. Inspects and inventories damaged structures in Special Flood Hazard Area and completes substantial damage determinations.

Reviews, verifies, and records plans/specifications for floodplain compliance and documents elevation of the lowest floor or any new or substantially improved structures.

Ensure that all development activities within the Special Flood Hazard Areas meet County requirements, including issuing stop work orders, revoking permits upon the notice from the floodplain administrator, and providing notice in writing to affected parties.

Researches and resolves transfer issues and verifies accuracy of transfer books, finding solutions to correct inaccuracies.

Performs a variety of bookkeeping functions to monitor and document Department funds, including recording daily collections/fees/deposits, maintaining bank records and budget ledger, preparing regular Report of Collections, preparing invoices, and submitting claims for payment. Shares reports with various County offices.

Provides customer service to the public, including providing survey/property information and assistance, creating/identifying/reviewing maps and plats, researching and copying department records, answering questions, and receiving and verifying complaints. Maintains complaint records and supporting reference photos.

Assists the public with applications for variances, conditional use, subdivisions, and/or zoning changes, including collecting necessary fees, scheduling appropriate meeting date, ensuring Ordinance requirements are met, and reviewing applications. Maintains records of meeting notes and prepares recommendations to County and Plan Commission and BZA.

Prepares agenda, attends, and maintains minutes/applications/supporting documents for Planning Commission and BZA meetings.

Performs various clerical duties, including database management, word processing, filing, copying/scanning various documents, maintaining files/records and filing system, ordering supplies/equipment, and preparing a variety of documents, including correspondence, agendas, reports, updates, public hearing notices, and articles as needed.

Assists the public, developers, co-workers, and other agencies with requests as needed.
Performs related duties as assigned.

I. <u>JOB REQUIREMENTS</u>:

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all Department hiring requirements, including passage of a drug test and a background check.

Thorough knowledge of and proficiency in ArcGIS, and ability to comprehend a variety of reference books and manuals including, but not limited to, zoning maps, law books, ordinances, and computer handbook manuals.

Practical knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, notices, detailed reports, and articles.

Practical knowledge of standard office procedures and computer software programs used by the Department, including but not limited to planning, online State portals, word processing, email, and spreadsheet software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Practical knowledge of standard principles of bookkeeping and ability to balance Department budget, ensuring cost-effective operations and maintenance of accurate records.

Practical knowledge of and ability to make application of planning terminology, principles, practices, techniques, laws and County standards, and policies/procedures of the department.

Practical knowledge of wide-range of land-use statutes, codes, and ordinances, including State ordinances and resolutions, planning and zoning requirements, floodplain determination and requirements, subdivision control ordinances, State building code, and International Building Code, with ability to remain current on changing codes and statutes.

Working knowledge of and ability to comprehend and correctly use a variety of informational documents, such as agency reports, subdivision plats, zoning petitions, building permits, aerial photos, tax records, and deed records.

Knowledge of and ability to research local, State, and Federal statutes, ordinances, and laws regarding planning, zoning, and floodplain determination.

Ability to supervise and direct assigned personnel, including but not limited to reviewing position documentation for newly created or significantly revised positions, interviewing candidates for openings and make hiring recommendations, orienting new subordinates in the department regarding policies/procedures, planning/delegating/controlling work assignments, evaluating performance results, and keeping supervisors and assigned staff informed of organizational developments.

Ability to operate standard office equipment and software, including computerized map database, emergency database system, street address guide database, plotter, computer, calculator, copier, scanner, fax machine, and multi-line telephone.

Ability to read, interpret and explain zoning/planning ordinances/resolutions/laws, property legal descriptions, blueprints, floodplain/aerial/other maps, and to research and use online information sources.

Ability to provide public access to, or maintain confidentiality of, Department information and records according to State requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County employees, law enforcement agencies and personnel, State and Federal agencies, other municipal entities, private and public agencies/organizations/firms, property owners, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written and oral instruction and present findings in oral or written form.

Ability to work alone and with others in a team environment, and work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people and locations, and plan/lay out assigned work projects.

Ability to count, compute, and perform arithmetic operations and complex mathematical calculations, compare/compile/classify data, analyze/observe data, and take action based on data analysis.

Ability to read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to present findings in oral or written form, including scheduling meetings and preparing detailed reports, financial statements, and activity reports.

Ability to prepare and make public speaking presentations and occasionally provide expert testimony in legal proceedings.

Ability to occasionally testify in legal proceedings/court.

Ability to occasionally work evenings for meetings.
Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties involving complex and complicated considerations and problems under indirect or occasional supervision, guided by definite objectives, specific instructions and/or existing, well-established policies and procedures. Majority of duties are regular and recurring, and the relationships among the various tasks are clearly specified.

III. RESPONSIBILITY:

Incumbent contributes to overall departmental operations by exercising independent judgment in applying departmental objectives to specific cases and circumstances. Incumbent discusses with County Commissioner liaison any interpretations of departmental objectives, and work product is reviewed for conformity with departmental objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County employees, law enforcement agencies and personnel, State and Federal agencies, other municipal entities, private and public agencies/organizations/firms, property owners, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, directing/coordinating department operations and supervising personnel.

Incumbent reports directly to the County Commissioner liaison.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment and service counter, including sitting/walking at will, sitting/walking for long periods, lifting/carrying objects under 25 pounds, handling/grasping/fingering objects, keyboarding, hearing sounds/communication, speaking clearly, close/far vision, color/depth perception, and occasional exposure to irate/hostile persons at service desk or at public meetings.

Incumbent occasionally works evenings for meetings.

VI. OTHER:

The Building Administrator & Planning / Zoning Director position is an appointive position of the County Commissioners. Specific job duties and job requirements are established at the discretion of the County Commissioners. A person appointed to the Building Administrator & Planning / Zoning Director position serves at the pleasure of the County Commissioners, works exclusively for the County Commissioners, and may be terminated by the County Commissioners at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Building Administrator & Planning / Zoning Director in the Building Department 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 and requirements as outlined?

Yes_____ No_____

_____ _____

Applicant/Employee Signature Date

_____

Print/Type name

Building Administrator & Planning / Zoning Director