

**CITY OF BLOOMINGTON
HUMAN RESOURCES DEPARTMENT
401 N MORTON STREET
BLOOMINGTON, IN 47404
812/349-3404
812/349-3446 FAX
HRMAIL@BLOOMINGTON.IN.GOV**

**ZONING COMPLIANCE PLANNER
PLANNING AND TRANSPORTATION DEPARTMENT**

POSITION DESCRIPTION

Main responsibilities to enforce zoning regulations, development approval commitments and conditions, and to administer current zoning and development regulations. Conducts field inspections to ensure compliance. Administers enforcement database and UReport tracking system. Consults with adjacent property owners, developers, and neighborhood organizations regarding enforcement matters. Conducts erosion control inspections. Coordinates with the City Engineering, City Housing and Neighborhood Development, and Monroe County Building Departments to carry out enforcement and inspection duties. Reviews and issues permits as assigned to ensure compliance.

EDUCATION

Bachelor's degree required or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

TRAINING/SKILLS

Ability to interpret and apply various laws, regulations, guidelines, and codes as they relate to zoning and development review. Proficiency in GIS, word processing, spreadsheet analysis and database management. Strong writing and public presentation skills. Knowledge of engineering and architectural principles. Ability to understand and interpret legal descriptions and City maps. Ability to read and use zoning codes, flood plain maps, and engineer's scale. Ability to communicate effectively and tactfully with a wide range of individuals, including local officials, and members of general public.

EXPERIENCE

Minimum of one year of related experience.

REQUIREMENTS

Ability to legally operate a motor vehicle.

HOURS

8:00am – 5:00pm, Monday-Friday, other times as required.

SALARY

\$31,412 - \$43,964

ANYONE WISHING TO APPLY FOR THIS POSITION MAY DO SO BY FAX, EMAIL OR AT CITY HALL, HUMAN RESOURCES DEPARTMENT, 401 N MORTON STREET, SUITE 230 ON OR BEFORE FRIDAY, NOVEMBER 3, 2017 BY 5:00PM.

AN EQUAL OPPORTUNITY EMPLOYER
La Igualdad De Oportunidades De Empleo Es La Ley.