

# 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](http://www.goshenindiana.org). Click Job Opportunities.

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