



Jerome Prince
Mayor

CITY OF GARY
DEPARTMENT OF REDEVELOPMENT
PLANNING AND ZONING
401 BROADWAY
GARY, INDIANA 46402
WWW.GARY.IN.US

Aj Bytnar
Executive Director

ZONING ADMINISTRATOR

General Supervision:

Under the direction and supervision of Executive Director of Redevelopment and City Planner, the position administers the Zoning Ordinance, as written. Position is meant to be multi-disciplinary in scope. Ideal candidate will be willing to learn and grow within the position and be a good partner with fellow employees, developers, and citizens.

Salary and benefits: commensurate with experience

Essential Functions and Responsibilities:

1. Must become thoroughly familiar with the zoning ordinance, state, and federal laws as they pertain to Planning and Zoning.
2. Responsible for the overall administration and enforcement of the Zoning Ordinance.
3. Accepts and reviews zoning permit applications and General Business Licenses. Determines compliance with the provisions of the Zoning Ordinance and completeness of the application.
4. Issues the appropriate land-use permit when all provisions of the Ordinance are in compliance and maintains a complete file of permits issued.
5. Performs inspection duties to ensure land use changes are in compliance with the Zoning Ordinance. The use of check lists and instruction lists is required.
6. Identifies, inventories, and monitors nonconforming uses.
7. Attends Planning Commission and Board of Zoning Appeals meetings, as needed, to report on zoning issues and advise on issues related to zoning administration. Evening meetings can be expected.
8. Review, inspect, and make recommendations all property splits (land divisions, platted subdivision splits and combinations, and properties exempt from land division).
9. Conducts technical reviews, site inspections, and makes staff reports to the Planning Commission. Board of Zoning Appeals, and Site Plan Review Committee on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
10. Ability to write with clarity, to carry basic communications with permit applicants, related government agencies and other offices as necessary.

11. Investigates alleged violations of the Ordinance and advises landowners/applicants of necessary corrective measures. Keeps an inventory of said violations, including dated photographs and/or other evidence. Works directly with Code Enforcement department.
12. Develops recommendations regarding zoning amendments, zoning permit fee structures, zoning forms; and may propose solutions to any problem encountered in administering the Zoning Ordinance. Works directly with the City Planner.
13. Coordinates the enforcement of the zoning ordinance with the enforcement of other related land use statutes and codes by active cooperation with other appropriate agencies.
14. Keeps the zoning map, text, and office records up-to-date by recording all amendments and retaining all official documents; and makes copies of the zoning ordinance available to the public.
15. Works with the appropriate staff or offices (such as but not limited to, Clerk, Planning Commission, Board of Appeals, and Redevelopment Commission. Shall prepare, publish, post, send and/or deliver public notices and/or meetings and hearings.
16. Ability to work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
17. Assists the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Directs the individual(s) to the proper agency/agencies for other needed permits.
18. Be accessible to the public with established hours at City Hall.
19. Act as the city's Floodplain administrator and work closely with Indiana Department of Natural Resources and FEMA.

Education/Experience

An employee in this class, upon appointment, should have the equivalent of the following training and experience: Prefer individuals who have previous experience working in a municipal planning and zoning office. Graduation from an accredited high school or GED equivalent with experience reading legal documents, urban planning/design, and/or site plan reading skills. A deductive, logical system of thought common in reading and interpreting legal documents. An ability to read legal descriptions and similar pertinent documents to zoning administration. Optionally, an associate's or higher degree in planning, geography, economics, or a related field. High level computer skills and knowledge in use of word processing, data base, computer operating systems, and GIS and other mapping experience

Necessary Knowledge, Skills, and Abilities:

1. Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy (written and oral).
2. Telephone etiquette and skills.
3. Ability to speak before groups and organizations.
4. Knowledge of construction and construction terms as appropriate to zoning reviews.
5. Ability to pay close attention to details.

6. Must possess good organizational skills.
7. Meet deadlines.
8. Must have current, valid Indiana vehicle operator's license and provide own transportation.

Physical Requirements:

1. Sitting at a desk to operate computers, review applications and site plans, and meet with public.
2. Prolonged walking over uneven terrain, on stairs, hand grip to pull one's self over obstacles in order to conduct site inspections, perform site inspections, specific studies, and evaluations.
3. Periodic bending, stooping, and kneeling to move items weighing up to 50 pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field.
4. Operating a vehicle (including at night) to attend various meetings, site inspections, and other functions.

Working Conditions/Environmental Factors

1. Work inside in office conditions some of the time.
2. Work outside some of the time, despite weather conditions, and exposure to environmental conditions.
3. Regularly travel to locations throughout municipality.
4. Subject to irregular or extended working hours in order to meet schedules and respond to complaints as quickly as possible.
5. Subject to work related calls after hours.

Selection Guidelines

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Interested individuals please submit, cover letter, resume, portfolio, and/or references in a fashion that best display qualifications for the position to Aj Bytnar, executive director of Redevelopment via email:

ajbytnar@ci.gary.in.us