



Manages department database for collecting, presenting, tracking, and analyzing permit, inspection, zoning, and public hearing information. Monitors/updates City webpage regarding department information.

Assists office visitors and callers as needed, receiving inquiries, researching records and policies, and providing information.

Assists in completing various special projects as assigned.

### **NON-ESSENTIAL JOB FUNCTIONS:**

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Minimum of a Bachelor Degree from an accredited college or university in Planning, Public and Environmental Affairs, Land Studies or a closely related field and a minimum of three years of progressively responsible work experience in planning. A master's degree and experience in administration of zoning regulations is preferred.

Thorough knowledge of and ability to make practical application of state and local ordinances regarding zoning, subdivision control, drainage/flood control, public environmental nuisances and land development.

Thorough knowledge of City topography, including roads, subdivisions and drainage, and the ability to read and interpret detailed prints, specifications, property legal descriptions, plat maps and aerials.

Ability to effectively communicate orally and in writing with co-workers, other city departments, related county departments, BZA, Plan Commission, Architectural Review Board, City Council, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to maintain accurate records, prepare detailed reports, and properly operate office equipment, including computer, printer, calculator, copier, cameras, and telephone.

Ability to operate department technology and various computer programs. Working knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment.

Ability to supervise the administration of the City ordinances and codes, directing the investigation of complaints by city personnel, reviewing findings, and initiating appropriate action for non-compliance.

Ability to provide expert testimony in legal proceedings.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work alone with minimum supervision, often under time pressure.

Ability to regularly work extended, weekend and/or evening hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

**II. RESPONSIBILITY:**

Broad policies and/or general objectives guide incumbent's assignments. Establishes minor administrative unit/departmental policies, procedures, and performance standards. Refer to Director when interpretations of departmental policies, programs, and procedures, are thought necessary. Has a high degree of flexibility in the job with almost total autonomy in advising the Board of Zoning Appeals and Plan Commission. Incumbent's decisions have considerable impact on developers and property owners and are restricted by only the broadest policy and /or guidance from Director. Decisions are primarily reviewed for technical accuracy, soundness of judgement, effect on Department goals/objectives, and compliance with legal requirements.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other city departments, BZA Plan Commission, related county departments, and the public for purposes of exchanging and explaining information, interpreting and enforcing ordinances, and resolving code violations.

Incumbent reports directly to Development Services Manager.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an office environment, in a vehicle and outdoors, involving driving to/from various sites, sitting and walking at will, lifting/carrying objects weighing under 25 pounds, hearing sounds/communication, close/far vision, and handling/grasping/fingering objects. Incumbent regularly works extended, weekend and/or evening hours.