

Town of Clear Lake
Job Description
Zoning Administrator
05/01/2024

General Summary

The Zoning Administrator (ZA) has overall responsibility to defend the intent of the Comprehensive Plan, administer and enforce appropriate Town of Clear Lake Code of Ordinances and the Unified Development Ordinance (UDO). The Plan Commission's Executive Committee, the Town Attorney, and Town Council members are resources in his/her deliberations.

The Plan Commission President is the immediate supervisor for the ZA. The ZA position is an exempt full-time employee of the Town of Clear Lake, working at least 40 hours per week that could include an occasional night or weekend.

Zoning Administrator Essential Functions and Responsibilities:

A. Zoning Administration

1. Understand and apply the intent of the Comprehensive Plan to decisions regarding the UDO.
2. Maintain thorough familiarity with the Town of Clear Lake Code of Ordinances and the Unified Development Ordinance, and related forms.
3. Accept and review Improvement Location Permit (ILP) applications. Determine their compliance with the provisions of the UDO and completeness of the applications. Maintain comprehensive checklists that will be used to evaluate all applications. Complete and retain documented compliance to all checklist criteria. Be available as a first point of contact for planning and zoning questions from the public.
4. Issue the appropriate land-use permit when all provisions of the UDO have been met. Maintain a complete file of permits issued. Notify applicant, in writing, if the proposed use is not in compliance with ordinance standards and assist with an appropriate alternative procedure, appeal, or any other administrative remedy(s) necessary to attain compliance.
5. Complete field inspections, including measurements, identification of property lines (legal monuments), and display of permits before, during, and after improvements, structures, and uses to verify compliance with the UDO. Also, responsibility for sewers easements and hookups and driveway drainage, interface to street, coordination of road cut permits, evaluating drainage design, and compliance to TOCL road policy.
6. Responsible for development and managing Zoning policies and procedures.
7. Attend Plan Commission, Board of Zoning Appeals, and Town Council meetings to report on current applications and advise on issues related to zoning.
8. Conduct technical reviews, site inspections, and make staff reports to the Plan Commission and Board of Zoning Appeals on specific project proposals such as, but not limited to, special use permit applications, conditional use permit applications, zoning amendments, variances, and appeals.
9. Conduct effective written communication with applicants, related governmental agencies, and other offices, as necessary.
10. Work and communicate with town officials, the public, and building contractors with appropriate etiquette and diplomacy. Develop relations and rapport with Steuben County administrators to assist in processing permit applications.
11. Other duties that may be delegated by the Plan Commission, Board of Zoning Appeals or Town Council.

B. Zoning Enforcement

1. Investigate alleged violations of the UDO and advise landowners/applicants of necessary corrective measures. Document and keep an inventory of said violations, including dated photographs and/or other evidence of violations.
2. During appeals of the Zoning Administrator's decisions/rulings, the ZA shall present case facts and explain decisions before the Board of Zoning Appeals.
3. Attend meetings and follow the directives of the Board of Zoning Appeals.
4. Develop recommendations regarding zoning amendments, zoning permit fee structures, zoning forms and other issues affecting zoning. Propose solutions to any problem encountered in administering the UDO to the Plan Commission.
5. Coordinate the enforcement of the UDO with the enforcement of related land use statutes and codes by active cooperation with other agencies. For assistance in this area, the administrator shall consult with the Plan Commission Executive Committee, the Town Attorney, or the Town Council.
6. Testify, as necessary, at public and judicial hearings.

C. Town Ordinance Enforcement

1. Enforce appropriate Town Ordinances

D. Planning Assistance

1. Participate in the Plan Commission process of developing UDO amendment proposals, following the timetable and work plan of the Plan Commission.
2. Continue to review the UDO and any potential changes being considered by the Plan Commission for inconsistencies with the overall intent of the UDO. Submit recommendations for UDO changes to ensure conformity, consistency, and lack of redundancy within the UDO.
3. Perform research, draft language, and make recommendations to the Plan Commission as requested pertaining to specific intended amendments to the UDO initiated from the Master Plan.

E. Office Administration

1. Maintain, administer, and follow procedures and policies established for the office.
2. Keep the zoning map, text, and office records up to date by recording all amendments and retaining all official documents; distribute copies of the zoning ordinances to Plan Commission, Board of Zoning Appeals, and to the public.
3. Submit a written report to the Town Council four days prior to their scheduled meeting. The report should include, at minimum, the following: permits issued and/or denied, appeals, request for amendments, requests for variances, other pertinent zoning administration activity and information.
A.

F. Public Relations, General Assistance, and Personal Development

1. Work and communicate with elected and appointed officials, the public, and with building contractors with appropriate etiquette and diplomacy.
2. Maintain knowledge of Indiana Zoning codes and seek annual educational updates as appropriate.
3. Assist property owners, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agencies for other needed permits.
4. Be accessible to the public on prescribed days, during business hours by telephone and email.

Qualifications

A. Education:

Graduation from an accredited High School or GED equivalent. Post High School education preferred.

B. Experience:

1. Previous related experience in preferred.
2. Working knowledge of zoning law or experience as a zoning administrator is preferred.
3. Experience in urban planning, construction, land use law, drafting or engineering are preferred.

C. Necessary Knowledge, Skills, and Abilities:

1. Ability to work and communicate with elected and appointed officials, the public, and with building contractors with appropriate etiquette and diplomacy (written or verbal).
2. Telephone and Email etiquette and skills.
3. Knowledge of construction and construction terms as appropriate to zoning reviews.
4. Ability to pay close attention to details.
5. A deductive, logical system of thought common in reading and interpreting legal documents.
6. An ability to read legal descriptions, plat maps, architectural drawings, site plans, and similar documents pertinent to zoning administration.
7. Must possess good organizational skills:
 - i. Prioritize and schedule workload appropriately.
 - ii. Be able to work independently with little supervision.
 - iii. Meet deadlines.
 - iv. File organization.
8. Computer Skills and competence in Microsoft Office is mandatory.
9. Competency in GIS is helpful.
10. Must have a current, valid vehicle operator's license and provide own transportation.
11. Physical Requirements:
 - i. Sitting at a desk to operate computers, review applications and site plans and meet with the public.
 - ii. Prolonged walking over uneven terrain, on stairs, hand grip to pull oneself over obstacles to conduct site inspections, perform site inspections, specific studies, and evaluations.
 - iii. Periodic bending, stooping, kneeling to move items weighing up to sixty pounds from the floor/ground to overhead to obtain stored records, books, files, move objects in the field, and to operate various field equipment (soil auger, shovel, tape measure, etc.).
 - iv. Operating a vehicle to attend meetings, site inspections, etc.
 - v. Working Conditions/Environmental Factors:
 - a. Work inside office.
 - b. Work outside, despite weather conditions and exposure to environmental allergens.
 - c. Regularly travel to locations throughout the municipality.
 - d. Subject to irregular and extended working hours to meet schedules and respond to complaints as quickly as possible.
 - e. Subject to work-related calls after hours.

D. Job Selection Guidelines:

1. The President of the Plan Commission will appoint a search panel. A resume' and references must be submitted to the search panel for consideration.
2. Ratings of education and experience will be obtained by the search panel and references will be checked.
3. Job-related tests and drug testing may be required.
4. Interviews will be conducted by the search panel.
5. The final candidate will be reviewed and accepted by the Plan Commission.
6. Final appointment requires the approval of the Town Council.