



## Job Description

**Title:** Director of Planning and Zoning

**Department:** Planning, Zoning and Building

**Supervisor:** Town Administrative Manager

**Positions Supervised:** Zoning Administrator, Inspector

**Status:** Full Time, Non-exempt

**Compensation:** \$55,000-70,000 (Based on experience)

Enrollment in PERF (Town pays employee contribution)

Enrollment in Life Insurance (Town pays employee premium)

Paid Time Off (PTO)

15 Paid Holidays per Year

Employee Assistant Program (EAP)

Health, Vision, and Dental Insurance

**PURPOSE OF THE POSITION:** The Director of Planning and Zoning will be tasked for administering the day-to-day operation of the planning, zoning, and building functions of the Town of Newburgh. This position is responsible for code enforcement, compliance of zoning ordinances, subdivision control ordinances, stormwater management ordinances, management of zoning maps and proper record management. The Director of Planning and Zoning will serve as the Building Commissioner for the Town of Newburgh and as Administrator of the Newburgh Plan Commission (NPC), Board of Zoning Appeals (BZA), Historic Preservation Commission (HPC) and the Storm Water Management Board (SWM). This position also serves as the Coordinator (Operator) for the federal Municipal Separate Storm Sewer System (MS4) program for the Town of Newburgh and Chair of the Newburgh Site Review Committee.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review submitted zoning permit applications, variances and other requests for accuracy/completeness and assists applicants with completing proper forms and collection of related documentation as required by Code.
- Prepare written staff reports for subdivision, rezoning, special use, variance, certificates of appropriateness and other requests made to the Plan Commission, Board of Zoning Appeals, Historic Preservation Commission or other board or commission responsible for approving the request.
- Conduct field inspections to evaluate existing and newly reported zoning and other code violations as well as monitor existing code enforcement cases with field notes logged for case history.
- Maintain accurate records of inspections, violations and enforcement actions.
- Review and analyze subdivision plat plans to ensure compliance with local zoning and subdivision regulations and standards.
- Issue all land use, signage and street cut permits.
- Maintain and updates Contractor registry.
- Utilize GIS (Geographical Information Systems) software and tools to store, manage and analyze data.

- Attend as needed and delegate staff to attend, record minutes and maintain scheduling for meetings of Plan Commission, Board of Zoning Appeals, Storm Water Management Board, Site Review, Sidewalk Committee, and Sign Committee.
- Perform general clerical duties for the town, such as answering phone calls, responding to voicemails, emails, and in-person inquiries.
- Provide general customer service to town residents, businesses, contractors, and other agencies providing services for the town.
- Manage and direct the implementation, coordination, and maintenance of Federal MS4 (Municipal Separate Storm Water Sewer System) Program.
- Assist with the preparation of and process of annexation.
- Provide general assistance to the Town Administrative Manager and Deputy Town Manager.
- Execute supplemental responsibilities as assigned by the Town of Newburgh.

**QUALIFICATIONS:** A successful employee must have the ability to read and understand town code of ordinances, must possess good written and verbal communication skills, time management and organizational skills, and the ability to multi-task, as well as a working knowledge of modern office technology and computer software programs. Applicants must possess the ability to utilize Microsoft Office Suite (Word, Excel, Outlook) to create and edit documents and spreadsheets and have the ability to read and understand construction plans, engineering plans, building plans and land plats. Valid driver's license.

The following are requirements:

High School Diploma or equivalent. Applicant must possess a valid Indiana driver's license and demonstrated safe driving record. Minimum one year experience with Microsoft Word, Excel and Outlook or equivalent education. Must be at least 18 years of age.

The following are preferences:

An Associate or Bachelor's degree in a related field, administrative experience, storm water knowledge, building construction and/or inspection experience, working knowledge of practices in government and law, State of Indiana Notary.

**PHYSICAL REQUIREMENTS:** The physical activity expected in this position is standing, walking, bending, sitting, stooping, and crouching; as well as performing repetitive movements such as writing and typing. Applicants must be physically, mentally, and psychologically able to perform all required duties. Position requires finger and limb dexterity. Reasonable accommodations may be able to be made to enable individuals with disabilities to perform these job functions.

**WORK ENVIRONMENT:** Work is performed in a busy office setting with multiple interactions with co-workers and the public. The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. The Town of Newburgh is an Equal Opportunity Employer.