

Position Description
Zoning Administrator

Town of Clear Lake, Clear Lake, Indiana

General Position Summary:

The Zoning Administrator (ZA) is delegated, by the Plan Commission (PC), the responsibility for the administration and enforcement of the Town of Clear Lake Unified Development Ordinance (UDO) regulations.

ZA Organizational Reporting:

The PC Committee provides overall functional management (i.e. hiring, termination, employee skills, training, performance review, compensation, etc.) and assignment of a supervisor for day-to-day (i.e. employee execution of the ZA duties) oversight.

ZA Work Schedule:

The ZA position is a part-time employee of the Town of Clear Lake and requires an average of 20-25 hours per week and 2 days on-site. During peak construction periods the ZA will be required to temporarily (1 - 2 months) extend work hours up to 30 hours and 1 additional day on-site with advance approval from the PC President.

ZA Duties and Responsibilities:

A. Zoning Administration Duties

1. Support the Board of Zoning Appeals (BZA) in the execution of determining Appeals, Exceptions, Variances, Interpretations of Zoning and other duties as permitted by Indiana Code.
2. PC and BZA Files: Maintain complete records of all meetings, hearings, correspondences, budgets, rules of procedure, memberships, term expirations, zoning map revisions, pending zone amendments and general affairs of the PC.
3. PC and BZA Meetings: Serve as staff by setting agendas, conducting research, distributing meeting information, and serving as secretary. Prepare and present a monthly report at the monthly Town Council meetings.
4. Publish: Publish and make available to commissions, boards, and the public all plans, ordinances, and other related material that are the responsibility of the PC and BZA.
5. Public Interaction: Be available as a first point of contact for planning and zoning questions from the public.
6. Administrative Decisions: Make administrative decisions based on the standards and procedures in the UDO.
7. Interpretations: Interpret the standards in the UDO and provide UDO improvement recommendations (i.e. requirement inconsistencies, requirements that are confusing or difficult to understand, missing requirements, duplication, etc.) to the PC.
8. Applications: Process applications submitted to the Planning Department and BZA.
9. Review: Review permit applications and issue or deny permits submitted to the Planning Department.
10. Inspections and Enforcement: ZA is the enforcement official and will complete field inspections of improvements, structures, and uses to verify compliance with the UDO (reference enforcement official responsibilities below).

11. Recommendations: Prepare and present PC and BZA recommendations to other commissions and boards (e.g. Town Council and other commissions as required).
12. Other: Other duties that may be delegated by the PC and BZA consistent with their responsibilities as stipulated by the UDO.

B. ZA (Enforcement Official) Responsibilities

1. Investigate alleged and discover UDO violations
2. Inspection of properties (i.e. verification by inspection alleged or known UDO violations)
3. Assigning responsibility (i.e. determine if possessor or owner is liable for UDO violations)
4. Notification of violations (i.e. provide notice of violations or alleged violations in writing to the responsible party)
5. Determine the type of enforcement action consistent with the evidence, violations severity and property history.
6. Ensure PC files are up to date and comprehensive on all alleged and known UDO violations

C. ZA – Detailed Office Responsibilities

1. Accountability for office related duties are detailed in Zoning Administration Duties A (1), (2) and (3) above.
2. Completion of office related duties (Section A (1), (2) and (3)) lies with the ZA.
(Note: If an office assistant is available, the ZA will provide timely task guidance, oversight, coordination, and review support to the assistant).

ZA Qualifications:

A. Education:

1. Graduation from an accredited High School or GED equivalent. Post High School education preferred.
2. Experience in urban planning, construction, land use law, drafting or engineering are preferred.
3. A deductive, logical system of thought common in reading and interpreting legal documents.
4. An ability to read legal descriptions, plat maps, architectural drawings, site plans, and similar documents pertinent to zoning administration.
5. Computer Skills and competence in Microsoft Office is mandatory. Competency in GIS is helpful.

B. Experience:

1. Working knowledge of zoning law or experience as a ZA is preferred.
2. Ten years previous related experience is preferred.

C. Necessary and Desired Knowledge, Skills and Abilities:

1. Ability to work and communicate with elected and appointed officials and the public with appropriate etiquette and diplomacy (written or verbal).
2. Demonstrated people skills, a strong sense of integrity and professionalism, enabling you to work through other people to accomplish important objectives.

3. Conduct effective written communication with applicants, related governmental agencies, and other offices, as necessary.
4. Ability to efficiently understand and generate meeting minutes.
5. Knowledge of construction and construction terms as appropriate to zoning reviews.
6. Thorough familiarity with the Town of Clear Lake UDO and related forms.
7. Ability to pay close attention to details.
8. Highly organized:
 - a. Prioritize and schedule workload to consistently meet deadlines.
 - b. Be able to work independently with little supervision.
 - c. Consistent and detailed inspection notes.
 - d. Well organized computer folders and paper files.
9. Shall have current, valid Indiana vehicle operator's license and provide own transportation to attend meetings, site inspections, etc.
10. Physical Requirements:
 - a. Sitting at a desk to operate computers, review applications and site plans and meet with public.
 - b. 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.
 - c. Periodic bending, stooping, kneeling to move items weighing up to 25 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.).
 - d. Working Conditions/Environmental Factors:
 1. Work inside office
 2. Work outside, despite weather conditions and exposure to environmental allergens.
 3. Regular travel to locations throughout the municipality.
 4. Subject to irregular and extended working hours to meet schedules and respond to complaints as quickly as possible.
 5. Subject to work related calls after hours.

Job Selection Guidelines:

- A. A search panel will be appointed by the PC Executive Committee.
- B. A résumé and references must be submitted to the search panel for consideration.
- C. Ratings of education and experience will be obtained by the search panel and references will be checked.
- D. Job-related tests and drug testing may be required.
- E. Interviews will be conducted by the search panel.
- F. The final candidate will be reviewed and accepted by the PC.
- G. Final appointment requires the approval of Town Council.