

# DRAFT

## Position Description Zoning Administrator Town of Santa Claus, Santa Claus, Indiana General Position Summary

The Zoning Administrator (ZA) has overall responsibility to administer, defend the intent, and enforce the Town of Santa Claus Comprehensive Plan, Zoning Ordinances and Subdivision Regulations (ZOSR). The Advisory Plan Commission's and Town Council members are resources in his/her deliberations.

The Town Council is the immediate supervisor for the ZA and also determines compensation. The ZA position is a part-time employee of the Town of Santa Claus, working at least one (1) day per week on-site.

### Zoning Administrator Essential Functions and Responsibilities:

#### A. Zoning Administration

1. Maintain thorough familiarity with the Town of Santa Claus Title Comprehensive Plan, Zoning Ordinances and Subdivision Regulations related forms.
2. Accept and review Improvement Location Permit applications. Determine their compliance with the provisions of the ZOSR and completeness of the applications. Be available as a first point of contact for planning and zoning questions from the public.
3. Issue the appropriate land-use permit when all provisions of the ZOSR are in compliance and 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(ies) necessary to attain compliance.
4. Complete field inspections of improvements, structures, and uses to verify compliance with the ZOSR.
5. Attend Plan Commission, Board of Zoning Appeals, and Town Council meetings to report on current applications and advise on issues related to zoning.
6. Conduct technical reviews and 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.
7. Conduct effective written communication with applicants, related governmental agencies and other offices as necessary.
8. Work and communicate with town officials and the public with appropriate etiquettes and diplomacy.
9. 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 ZOSR 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 ZOSR to the Plan Commission.
5. Coordinate the enforcement of the ZOSR 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 Advisory Plan Commission or the Town Council.
6. Testify, as necessary, at public and judicial hearings.

#### C. Planning Assistance

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

#### D. 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.
4. Submit a monthly statement of all reimbursable expenses to Town Council for approval.

#### E. Public Relations, General Assistance, and Personal Development

1. Work and communicate with elected and appointed officials, and the public, with appropriate etiquette and diplomacy.
2. Assist the general public, applicants, developers, and their representatives with zoning inquiries, proposals, and applications. Direct the individual(s) to the proper agencies for other needed permits.
3. Be accessible to the public on prescribed days, during business hours by telephone and email.

#### 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. Previous related experience in preferred.
2. Working knowledge of zoning law or past experience as a zoning administrator is preferred.

**C. Necessary 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. 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. Must possess good organizational skills:
  - a. Prioritize and schedule work load appropriately;
  - b. Be able to work independently with little supervision;
  - c. Meet deadlines.
  - d. File organization
6. Must have current, valid Indiana vehicle operator's license and provide own transportation.
7. 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 60 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. Operating a vehicle to attend meetings, site inspections, etc.
  - e. Working Conditions/Environmental Factors:
    - i. Work inside office conditions some of the time.
    - ii. Work outside frequently, despite weather conditions and exposure to environmental allergens.
    - iii. Regularly travel to locations throughout the municipality.
    - iv. Subject to irregular and extended working hours in order to meet schedules and respond to complaints as quickly as possible.
    - v. Subject to work related calls after hours.

**Job Selection Guidelines:**

1. A search panel will be appointed by the President of the Town Council.
2. A resume' and references must be submitted to the search panel for consideration.

3. Ratings of education and experience will be obtained by the search panel and references will be checked.
4. Job-related tests and drug testing may be required.
5. Interviews will be conducted by the search panel.
6. The final candidate will be reviewed and appointed by the Town Council.