Job Title: Plan Director

Department: Plan Commission

Pay Range: Based on experience and qualifications; $46,540 – $56,540; exempt.

JOB SUMMARY:
Lead the Noble County Plan Commission office as their Plan Director/Zoning Administrator/Floodplain Administrator responsible for administering, regulating, and enforcing zoning ordinances, floodplain ordinance and junk, trash, debris ordinance. Lead and participate in the long-term planning efforts.

ESSENTIAL DUTIES & RESPONSIBILITIES:
- Serves as Plan Director, Zoning Administrator, and Floodplain Manager for Noble County.
- Administers & enforces the Noble County Unified Development Ordinance, Floodplain Ordinance and Junk, Trash, Debris Ordinance as well as Indiana Code 36-7-4.
- Directs the daily operations of the Plan Commission Office.
- Sets priorities and establishes goals for the office.
- Acts as technical adviser to the Plan Commission, Board of Zoning Appeals, Technical Review Committee and Plat Committee and attends all meetings.
- Provides direct customer service support to office staff and introduce and assist them through the development and permitting process.
- Supervises and directs department operations including departmental budgets.
- Supervises planning personnel, including hiring candidates, providing orientation and training, planning and delegating work assignments, and evaluating job performances.
- Oversees enforcement of zoning and junk, trash, debris violations.
- Conducts on-site inspections as needed.
- Oversees preparation of staff reports and other information regarding petitions filed.
- Oversees implementation of County wide house numbering system.
- Serves on various committees as representation of the office.
- Testifies in legal proceedings as needed.
- Performs related duties as assigned by Plan Commission.
- Assists Building Department, who share the same office, as needed or requested.
- Maintain membership with the American Planning Association and Indiana Chapter, attending applicable education and training.

ESSENTIAL WORK RELATIONSHIPS:
- Works closely with and reports directly to the Plan Commission.
- Works directly with department staff and other county department in the planning process.
- Will interact and coordinate with incorporated County municipalities, Noble County Economic Development Corporation, neighboring counties, and varies committees.
- Will interact frequently with developers, surveyors, builders, residents, and other departments’ requires excellent communication skills and a keen ability to listen and understand.
JOB REQUIREMENTS

• Bachelor’s degree in Community Planning, Public Administration, Urban Planning, or a related field, master’s degree is preferred.
• Ability to obtain and maintain required certifications including but not limited to American Institute of Certified Planners and Certified Floodplain Manager.
• Thorough knowledge of state planning law and ability to research applicable rules, laws and case law.
• Ability to make practical application of department policies and procedures, federal & state laws, Indiana Code, and local ordinances.
• Ability to read and interpret blue prints, site plans, property descriptions, aerial maps, and related materials.
• Ability to supervise and direct departmental operations.
• Ability to effectively communicate orally and in writing with co-workers, other county departments, commissioners, Board of Zoning Appeals, Plan Commission, Technical Review Committee, Plat Committee and the public.
• Ability to work alone with minimum supervision.
• Ability to work on several tasks at the same time and plan and layout assigned work projects.
• Ability to occasionally work extended and evening hours and travel out of town for conferences.
• Ability to testify in legal proceedings as requested.
• Possession of a valid Indiana Driver’s license and a demonstrated safe driving record.

All interested applicants should submit a completed job application, resume, cover letter and references to the Noble County Plan Commission, Attn: George Bennett 2090 N. SR 9, Suite A Albion Indiana 46701 by Friday, September 11, 2020 at 4:00PM.