

**JOB POSTING**  
**STEBEN COUNTY PLAN COMMISSION**

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**POSITION:** First Deputy/ Assistant Plan Director  
**DEPARTMENT:** Plan Commission  
**WORK SCHEDULE:** 8:00 a.m. – 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** October 1995

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

Issues improvement location permits, including reviewing site plans, making on-site visits, measuring set-backs, calculating areas, ensuring compliance with applicable ordinances, and communicating with applicant and other government offices as needed;  
Responds to inquiries, including researching on computer, microfiche and printed records, providing information, assisting with forms/applications, explaining procedures and legal requirements;  
Maintains County numbering system, including reviewing site plans, calculating/assigning location addresses, entering data on computer, forwarding information to E-911 Communications Department as required, making presentations to community groups;  
Processes various zoning petition applications, and validates items/data of record for public hearings;  
Maintains current plat and aerial maps;  
Attends Plan Commission and Board of Zoning meetings, and takes, prepares and mails meeting notices, minutes and initial agendas;  
Periodically performs duties of Director/Zoning Administrator and Code Enforcement Technician in their absence or as needed; &  
Periodically makes work assignments and provides training and corrective instruction to new personnel regarding Department policies and procedures and applicable ordinances.

**REQUIREMENTS:**

High school diploma or GED, with education beyond high school preferred;  
Working knowledge of and ability to read, interpret and explain applicable laws, ordinances, property legal descriptions, and aerial and plat maps;  
Working knowledge of standard office policies and practices and ability to apply such knowledge to a variety of interrelated processes, tasks and operations;  
Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer printer, telephone, typewriter, dictaphone, copier microfiche reader, hand-held radio and calculator;  
Ability to understand and follow oral and written instructions, work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions;  
Ability to effectively communicate orally and in writing with co-workers, other County departments, various state departments, utility companies, fire departments, community ethics, gender, cultural diversities and disabilities; &  
Ability to occasionally work extended hours and regularly work evening hours. (normally two evenings/month)

**LICENSE/CERTIFICATION NEEDED:**

Possession of a valid driver's license and demonstrated safe driving record.

**INTERESTED APPLICANTS:**

Please obtain an application packet from the Office of the Plan Commission, fill out the written application and submit with your resume to:

***Steuben County Plan Commission***  
***317 S Wayne St Ste 3L***  
***Angola, IN 46703***

***1 260.668.1000 X1600***

***plancomm@co.steuben.in.us***

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**POSTING DATE:** June 9, 2009

**CLOSING DATE:** June 19, 2009