

STARKE COUNTY PLANNING COMMISSION
53 EAST MOUND STREET KNOX IN 46534
574-772-9133 plancomm75@co.starke.in.us
Office Hours M-F, 8:00 a.m. to 4:00 p.m.
Full Time Administrator

The Starke County Planning Commission has a full time position open for a Starke County Planning & Zoning Administrator

Administrator position with many responsibilities as follows:

PLANNING & ZONING ADMINISTRATOR JOB DESCRIPTION

SUMMARY: Under general direction, manages the Planning and Zoning Department, including work assignments, personnel selection and budget preparation, and performs related duties as assigned. The Building Commissioner is to oversee the administrator, board of zoning appeals secretary, the code enforcement officer and all other employees associated with the planning commission office

DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- ❖ Manages task assignment and coordination of all activities of department personnel.
- ❖ Prepares and manages the department budget and processing of administrative requests.
- ❖ Responsible for the administration and enforcement of the Starke County Planning and Zoning Ordinance, and the Starke County Land Subdivision Regulations.
- ❖ Reviews all Planning Commission and Zoning Appeals cases with the building commissioner
- ❖ Provides assistance to the Building Commissioner to present cases to the Planning Commission and Zoning Board of Appeals.
- ❖ Responsible for preparation of staff reports regarding zoning cases.
- ❖ Assists developers, the general public, other public agencies and other county departments in the proper application of ordinances and regulations.
- ❖ Accepts permit applications.
- ❖ Issues the appropriate land-use permit when all provisions of the ordinance are in compliance and the building commissioner, county surveyor and health department have approved with signatures on the permits and maintains a complete file of permits issued.
- ❖ Responsible for County address/house number assignment and management.
- ❖ Submits monthly reports of zoning permit fees collected to the auditor.
- ❖ Deposits daily fees collected with the treasurer's office.
- ❖ Submits one copy of the permit application to the assessor's office.
- ❖ Submits payroll and claims to the auditor's office.
- ❖ Administers and follows procedures and policies established for the office.
- ❖ Keeps the zoning map and office records up to date.
- ❖ Must be capable of using the software and programs associated with the application and mapping system.
- ❖ Performs other duties as may be specified by the zoning ordinance.
- ❖ Qualifications
 - High school diploma or equivalent
 - Ability to work and communicate with other elected and appointed officials and the public with appropriate etiquette and diplomacy
 - Have knowledge of zoning ordinances
 - Telephone etiquette and skills
 - Have basic computer skills and willing to learn new and existing software and programs associated with applications and mapping system
 - Assist the general public, applicants, developers and their representatives with zoning inquiries, proposals and applications
 - Be able to attend night meetings
 - Be able to record and take minutes at meetings
 - Must be a Starke County resident
 - Accepts other responsibilities as applicable

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed but the employee with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this classification. All positions are subject to a pre-employment drug screen and a criminal background check. Applications and job descriptions may be obtained in the Starke County Planning Commission Office during business hours (M-F, 8:00-4:00) Send completed applications and resumes to the Starke County Planning Commission, 53 East Mound Street, Knox IN 46534

Posted: 5/27/2025