



DEPARTMENT OF PLANNING AND BUILDING
STARKE COUNTY PLAN COMMISSION
53 East Mound Street, Knox, IN 46534
Office: 574-772-9133 | plancomm75@starke.in.gov

Starke County Job Opening: Deputy Administrative Assistant

Department: Planning and Building Department

FLSA Status: Non-Exempt

Employment Type: Full-Time

Reports To: Director of Planning and Building

POSITION SUMMARY

The **Deputy Administrative Assistant** provides administrative, technical, and case-management support to the Starke County Plan Commission, Board of Zoning Appeals, and Building Department. The position is designated by the Plan Commission as a **Deputy Administrative Official** under Indiana Code 36-7-4 and is authorized to perform zoning administration, permitting, and enforcement functions under the supervision and final approval authority of the **Director of Planning and Building**.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Zoning and Administrative Official Functions

1. Act as a **Deputy Administrative Official** for purposes of Indiana Code 36-7-4.
2. Review and process Improvement Location Permit applications, zoning compliance requests, and related filings.
3. Issue Improvement Location Permits, zoning determinations, and compliance letters, subject to the Director's final approval authority.
4. Assist with zoning enforcement, violation tracking, and compliance actions.
5. Provide technical assistance to applicants, property owners, and contractors regarding zoning requirements.

Building and Permit Administration

6. Accept and process building permit applications and supporting documentation.
7. Coordinate inspections, track inspection results, and assist in the issuance of certificates of occupancy.
8. Maintain permit and inspection records.

Case Management and Hearings

9. Prepare and maintain case files for Plan Commission and Board of Zoning Appeals matters.
10. Assign case numbers, track deadlines, and ensure applications are complete before docketing.
11. Assist with preparing notices, agendas, staff packets, and hearing materials.

Departmental Support

12. Support the Director in managing daily departmental operations.
 13. Maintain official records, maps, files, and electronic databases.
 14. Respond to public inquiries and provide customer service.
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AUTHORITY AND DISCRETION

The Deputy Administrative Assistant is authorized to perform administrative, permitting, and enforcement functions delegated by the Director and Plan Commission, including the issuance of Improvement Location Permits and zoning determinations, **subject to the supervision, direction, and final approval authority of the Director of Planning and Building.**

MINIMUM QUALIFICATIONS

- High school diploma or equivalent required; associate's or bachelor's degree in planning, public administration, or a related field preferred.
 - Experience in local government administration, zoning, code enforcement, or permitting.
 - Familiarity with zoning and building regulations is preferred.
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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of zoning and permitting procedures.
 - Ability to interpret ordinances, maps, and site plans.
 - Strong organizational and record-keeping skills.
 - Ability to communicate clearly with the public and officials.
 - Ability to manage multiple cases and deadlines.
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WORKING CONDITIONS

Work is performed in an office and field environment and may include site visits and interaction with the public.

DISCLAIMER

This job description is not a contract of employment and may be modified as authorized by the Starke County Plan Commission and Board of Commissioners.