

**POSITION DESCRIPTION
TOWN OF CICERO, INDIANA**

POSITION: Director
DEPARTMENT: Planning and Zoning
WORK SCHEDULE: 8:00am to 4:00pm Monday through Friday
with some evening meetings, occasionally weekend hours;
and travel out of town for training
STATUS: Full time/Exempt
DATE WRITTEN: June 2008
DATE REVISED: March 2012

POSITION SUMMARY:

The incumbent serves as the Director/Liaison for the Cicero/Jackson Township Plan Commission. The Director will answer to the Cicero/Jackson Township Plan Commission, BZA and the Cicero Town Council respectfully; AND reports to and receives assignments from the President(s) of the Cicero Jackson Township Plan Commission and the Cicero Town Council.

DUTIES:

Responsible for policy development, program planning, procedural development, administration, and operational direction of the planning commission to achieve annual departmental goals and objectives.

Serves as the Liaison for the Cicero/Jackson Township Plan Commission at various meetings. This includes County Commissioners, Municipal Boards, Cicero Town Council, Board of Zoning Appeals, Cicero EDC, Jackson Township Trustee, and Cicero Redevelopment Commission.

Assist the Board of Zoning Appeals and Plan Commission with meetings, review application documents, ensure proper notification and address Appeals according to legal requirements; Compile board member packets, and prepare staff reports and formal recommendations.

Review and process various Applications/Permits such as improvement locations permits, building permits, variances, land use, and zoning applications; Communicate with the appropriate agencies to ensure compliance with local, county and state codes and regulations.

Perform building and improvement location inspections; to include but not limited to conducting various residential and commercial inspections such as onsite, structural, erosion and storm water BMP inspections.

Respond to formal inquiries and complaints of non-compliance with land-use ordinances; work together with local departments, and County and State agencies, to monitor violations, administer Notices of Fines and Penalties and follow up to ensure proper compliance.

Administer the Cicero/Jackson Township Zoning and Subdivision Control Ordinance; review and make recommendations for new ordinances and ordinance updates to meet the needs of the community and ensure proper compliance with state regulations.

Prepare department and quarterly reports to the Plan Commission, BZA, and Cicero Town Council of department progress for the year.

Administer the Comprehensive Plan and review on a regular basis to ensure the direction of future growth is meeting the goals and objectives of the Town of Cicero and Jackson Township; administer necessary and appropriate updates as needed.

Administer the Flood Insurance Program to include the administration of the National Flood Insurance Program in relationship to development.

Assist the utilities department and the Cicero Storm Water Board in administering the Storm Water Management Program, assist with storm water and MS4 education for the community; attend UWRWA and other related storm water meetings as needed.

Administer Unsafe Building Code Ordinance and work together with local departments to monitor violations, administer Notices of Fines and Penalties and follow up to ensure compliance for rundown, dilapidated, and/or unsafe buildings or structures.

Responsible for assisting the Town Council in advocating on behalf of the interests of the residents of the Town of Cicero in terms of creating and sustaining smart growth.

Represent the Town of Cicero and the Plan Commission at various public meetings, and deliver speeches and public presentations, as requested.

Participate in the local and regional Transportation Planning agency meetings, develop and maintain relationships with local and regional planning and development organizations to ensure the proper growth and connectivity with communities and organizations that have authority over development in the areas surrounding the Town of Cicero and Jackson Township.

Maintain the Computer Software for the Plan Commission; Provide information to GIS personnel to keep the zoning and Land Use maps up to date; be familiar with GIS software(s) such as ARCVIEW/ARCEDITOR, ERSI, Maintain the department planning software; Maintain the Town of Cicero website and social media programs.

Prepare the Annual Department Budget for review; authorize effective operation and other expenditures such as department payroll; prepare annual reports of activities and fees collected; and review with Town Council and Planning Commission as necessary or requested.

Monitor Performances sureties. This would include the monitoring of performance sureties and bonds during the development construction process and mails periodic notices of completion deadlines as required.

Additional Training. Maintains current knowledge of land use regulations and issues by occasionally attending training seminars. Attendance at training seminars must be approved by one of the following: Cicero Town Council, Cicero Town Council President, Cicero Town Council Liaison, Cicero/Jackson Township Planning Commission President.

SKILLS AND KNOWLEDGE:

Prefers a Bachelor’s Degree in Urban/Regional Planning or Public Administration or Related Experience. Certification(s) with the American Institute of Certified Planners; and a Building Inspector’s Certification are encouraged.

POINT OF CONTACT: Cicero/Jackson Township Plan Commission

SCOPE OF WORK:

Incumbent applies practical and theoretical planning principles in performing duties, which are broad in scope and involve may variable and consideration, often with conflicting aspects. Incumbent exercises considerable independent judgment in interpreting precedents, adapting and applying ordinances to individual cases and complex circumstances, and in projecting impact of decisions on area communities.

RESPONSIBILITY:

Incumbent receives administrative direction from the Plan Commission and Cicero Town Council, with purpose and desired results indicated. Incumbent makes extensive, consequential contribution to development of department objectives, policies and procedures, discussing unprecedented situations with supervisor at incumbent’s discretion. Decisions and work product are reviewed primarily for soundness of judgment and compliance with legal requirements. Incumbent will work with Cicero Town Department Heads as needed to complete related or codependent projects in a timely manner.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment, which may involve sitting and walking at will, walking/standing for long periods, close and far vision, depth and color perception, handling/grasping objects, speaking clearly, and hearing communication. Incumbent regularly works extended and/or evening hours, occasionally works weekend hours and occasionally travels out of town for meetings/conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Director of Planning and Zoning describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date