POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA

POSITION: **Plan Commission/BZA Administrative Coordinator**
DEPARTMENT: **Plan Commission**
WORK SCHEDULE: **8:00 a.m. – 4:00 p.m., M-F**
JOB CATEGORY: **COMOT V (Computer, Office Machine Operation, Technician)**

DATE WRITTEN: July 2006 **STATUS: Full-time**
DATE REVISED: June 2021 **FLSA STATUS: Non-exempt**

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. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Liaison to BZA, Plan Commission, and Building Commissioner, responsible for scheduling and attending meetings of Plan Commission, Board of Zoning, and Plat Committee and assisting the public.

DUTIES:

Answers telephones and greets office visitors, evaluates nature of call, responding to inquiries, and/or routing caller to appropriate person or department. Communicates with the public, receiving and resolving complaints and explaining department procedures and policies. Takes appropriate action to assist the public as necessary. Proficient working knowledge of County Joint Zoning Ordinance.

Design and institute various documents, including correspondence, forms, certificates of occupancy, and reports, and performs other clerical duties as assigned. Copies, distributes, and files completed documents. Maintains department files and ensures copies of documents and reports are filed for convenient retrieval. Maintains digital databases created for documents. Prints various documents as needed, including reports for construction market reporters, and contractor lists. Scans documents into Laserfishe and enters building permits into Laserfishe, Blue Prince, and Beacon.

Working knowledge of standard office procedures and computer software programs used by the Building Commissioner's Office, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Ability to properly operate standard office equipment, such as a computer, typewriter, calculator, copy machine, fax machine, telephone, mobile telephones, etc.

Ability to provide public access to or maintain confidentiality of department information and records.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various agencies, Attorney Offices, contractors, developers, etc.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions and under time pressure from formal schedules and deadlines.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

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

Researches legal descriptions and establishes new property addresses for parcels of land. Verifies address corrections and changes as needed.

Assists public at the counter.

Performs duties of other office personnel as needed.

Issues building and driveway permits by completing standardized forms, collecting appropriate fees, and issuing receipts digitally. Assists in the online permitting process by expediting the process for customers that may encounter problems. Pulls through payments in the online systems and sends out a physical registration certificate to the company. Inquires for any missing documents that may keep the company from being active and pull in a permit an updating them as received.

Receives and processes petitions for variances, special exceptions, plan petitions, subdivisions, and rezoning of property, including maintaining related records and preparing associated related correspondence. Types Unsafe Building Orders. Obtains parcel number for building permits and enters into computer. Notifies property owners of variance expiration and the need to file petition for renewed placement.

Receives, sorts and distributes incoming department mail. Enters in check payments received via mail into the corresponding system. Receipts are then distributed accordingly with Certificate or Permit.

Registers contractors, filing related documents and entering information into computer. Sends out monthly registration reminders for who is expiring and what documents are needed. Maintains Contractor database that stores all registered contractors' current insurance documents and bond.

Updates department website as needed. Review, update, and maintain new mobile friendly web content. Posts the monthly meeting information including Zoom to the BZA and Plan pages respectively and requests the information be placed on the County calendar. Post Agendas monthly before the corresponding meeting. Post signed and approved Minutes after the meeting in which they are approved. Scan agendas and minutes into Laserfische for digital backup.

Serves as liaison/secretary to the Plan Commission, Board of Zoning and Plat Committee by attending the meetings and related duties. Types agendas for the Plan Commission, BZA and Plat Committee, mailing to members as needed. Schedule meetings, make room arrangements, notifies members and distributes legal notices. Sets up the Zoom meeting and puts legal notice of meeting in paper. Writes

notices for newspaper. Coordinated meetings with ALCO TV to ensure taping/broadcast. Attends Plan Commission meetings, Board of Zoning meetings, and Plat Commissioner Meetings and transcribes minutes from tape recorder and distributes as necessary.

Goes out monthly to all petition sites with the building commissioner and takes visual documentation of the sites. Prints out the visual documentation upon returning to the department to be notated by the Building Commissioner.

Notifies property owners of variance expiration and the need to file petition for renewal.

Issue citations, warnings, etc. Performs follow-up correspondence for permits.

Review, process, and maintain new online complaint form. Maintains expended complaint response files. Assists in administration and implementation of ground work for imminent code enforcement program.

Maintains computer and manual records on mobile home variances, special exceptions, subdivisions, and businesses and types corresponding letters.

Issues new addresses and keep the address sheets for the townships and subdivisions updated. Emails the new addresses to the appropriate people.

Performs back up duties for the utility borings and Interlocal permits. Assist in the development of the new permits in Beacon online software.

Maintains the technical portions of the department (i.e. computer and cell phones).

Develops ways to streamline office workflow and designs documents for use in the department.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of standard office procedures and computer software programs used by the Plan Commission Department, with 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 prepare detailed written reports and maintain complete and accurate files.

Ability to type with speed and accuracy.

Properly operate standard office equipment, such as computer, typewriter, copier, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to meet all department hiring and retention requirements, and ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Assessor's office, Auditor's office, GIS office, printing office, Commissioners, board members, builders, contractors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities. Ability to competently serve the public with diplomacy and respect.

Ability to comprehend and interpret maps, and apply such knowledge to daily tasks.

Ability to perform arithmetic calculations.

Ability to occasionally work extended hours.

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

II. RESPONSIBILITY:

Incumbent performs a variety of clerical duties according to specific guidelines and procedures of the department, using independent judgment to determine best method to achieve desired results. Errors in judgment or work product are readily detected through supervisory review and/or standard bookkeeping checks. Errors may result in loss of time and embarrassment to department and inconvenience to general public. Incumbent receives general instructions with work reviewed during critical phases and upon completion for accuracy and compliance with department policy.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Assessor's office, Auditor's office, GIS office, printing office, Commissioners, board members, builders, contractors, and the public for the purpose of explaining or interpreting policies, exchanging information, and rendering services.

Incumbent reports directly to the Building Commissioner.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in both a modern office environment, involving sitting/standing for long periods, sitting/walking at will, keyboarding, lifting/carrying objects weighing less than 25 pounds, close/far vision, speaking clearly, crouching/kneeling, bending at waist, and hearing sounds/communication. Performs field work monthly for Board of Zoning Appeals Petitions.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Secretary for the LaPorte County Plan Commission 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

_____
Print or Type Name