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One Municipal Plaza
401 S. Meridian St.
Lebanon, IN 46052

Administrative Assistant – Department of Planning

General Description

This position is an entry-level position that serves as the Administrative Assistant for the City of Lebanon Department of Planning and Zoning. This position will interact on a day-to-day basis with members of the public, contractors and builders, and planning and engineering staff members. Typical daily activities will include answering phone calls, greeting and interacting with visitors to the office, assisting the building inspection team, receiving and inputting permit information, and providing general zoning information. In addition, this employee will provide support to staff members with daily activities, including constant support to the Office Manager, as well as special projects.

Education and Experience

High school diploma or GED equivalent is required. Experience within a professional office setting with regular interaction with coworkers and/or public is preferred, but not required. Looking for a motivated individual with desire to work in a local government office in a growing central Indiana community.

Typical Responsibilities

- Customer Service – Answer phones, taking messages, call routing, and greeting and interacting with visitors to the office.
- This position is expected, over time, to become generally familiar with the city's Unified Development Ordinance in order to answer planning, zoning, building, floodplain, and code questions that come into the office.
- Provide information related to property history and zoning, including preparing official zoning certification letters.
- Provide information regarding property floodplain status, additionally keeping track of removal notifications and flood plain determinations.
- Assist with distribution of development plans to Technical Advisory Committee members and schedule/coordinate all monthly meetings.
- Accept building permit applications, including review of submittal materials for completeness and compliance with submittal requirements.
- Input permit information into the office's web based permit system and assign proper permit fees. Research recent permit information and history within system and/or older permit information with stored paper files.

- Support building inspection staff by scheduling daily inspections and entering inspection results into the permit system.
- Schedule meetings for planning and engineering department staff.
- Document and track Board of Zoning Appeals and Plan Commission applications.
- Receive payments for applications, including receipting and balancing all department revenue. Maintain petty cash and receipts.
- Track and update contractor licensing. Schedule and administer contractor testing as necessary.
- Maintain all permit records for the office.
- Maintain all Plan Commission and Board of Zoning Appeals records for the office.
- Office Supply ordering
- Assist Planning or Engineering staff members with special projects as needed.

Typical Knowledge/Skills

- Computer applications including internet applications, Microsoft Office, GIS and department specific programs and applications.
- Local government organization, functions and practices.

Other Requirements

- Must possess a valid driver's license.
- Must be willing to attend occasional evening meetings. This is not a regular occurrence, but may occur from time to time.

Interested candidates should submit cover letter and resume via email to:

Ben Bontrager, Director of Planning
 Department of Planning & Zoning
 Email: BBontrager@lebanon.in.gov
 401 S. Meridian Street
 Lebanon, Indiana 46052

Any questions can be directed to Ben Bontrager at (765) 482-8845 or BBontrager@lebanon.in.gov.