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

Code Enforcement/Planner

General Description

This position is an entry-level full-time exempt position that serves as a Planner and Code Enforcement Officer for the City of Lebanon Department of Planning & Zoning. In addition to supporting code enforcement efforts throughout the city, this employee will also provide support to the Planning Staff with day-to-day activities and special projects. This may include building permit and plan review, Plan Commission and Board of Zoning Appeals application review and staff reports, and special projects as needed. The employee will also be expected to interact on a regular basis with the general public in regard to code enforcement cases and current planning projects.

Education and Experience

Undergraduate degree from a four year college or university with major coursework in city/urban planning, economic development, or a closely related field. Experience in municipal planning or equivalent is preferred, but not required. Looking for a motivated individual that wants to facilitate change in a central Indiana community with significant potential.

Typical Responsibilities

- Receive and respond to citizen complaints and reports from other agencies and departments on alleged violations of City zoning and related municipal codes and ordinances; interview complainant and witnesses; conduct investigations and provide recommendations for resolution.
- Perform a variety of field and office work in support of the City's local code enforcement program; enforce compliance with City regulations and ordinances including those pertaining to zoning, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business to resolve violation; issue warning notices, notices of violation, corrective notices, orders to comply, and related documentation for code violations; schedule and perform all follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.
- Prepare evidence in support of legal actions taken by the City; appear in court as necessary; testify at hearings and in court proceedings as required.
- Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations; and take photographs.
- Prepare a variety of written reports, memos, and correspondence related to enforcement activities.
- Review, investigate, and process various permits and applications for residential/commercial construction projects and Plan Commission and Board of Zoning Appeals cases; determine conformity with laws, policies, regulations, and procedures; works with Director of Planning to produce Staff Reports for the Plan Commission or Board of Zoning Appeals as needed.
- Plan and conduct research studies and prepare reports and recommendations regarding land use, zoning, urban design, population trends, transportation, housing, redevelopment, and community service needs.

- Assist with the review, development, or revision of the City's planning documents including, but not limited to, the Comprehensive Plan, Unified Development Ordinance, and Zoning Map.
- Produce effective oral and graphic presentations or prepare materials for presentation to the Plan Commission, Board of Zoning Appeals, Common Council, Redevelopment Commission and community groups; answer questions and provide information and assistance to the public in person, on the telephone and in writing.
- Assist Director of Planning and other Planning or Engineering Staff Members with special projects as needed.

Typical Knowledge/Skills

- Objectives, principles, procedures, standards, practices, information sources and trends of urban planning. Application of land use, physical design, economic, environmental, zoning and/or social concepts to the planning process.
- Statistical analysis and mathematical concepts related to the planning process.
- Local government organization, functions and practices.
- Theory, principles and techniques of the planning profession and development process.
- Federal, state and local laws, ordinances and building codes pertaining to a wide variety of planning topics.
- Methods and techniques of research and analysis
- Real estate terminology, laws, practices, principles, and regulations
- Computer applications including Microsoft Office, Internet applications, Adobe Creative Suite, GIS and department specific programs and applications

Other Requirements

- Must possess a valid driver's license.
- Must be willing to attend evening meetings as required.

Compensation

Annual salary up to \$56,444

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.