JOB OPENING: MUNICIPAL ZONING ADMINISTRATOR

Location: Ferdinand, Indiana
Position Type: Part-Time
Salary Range: Commensurate with experience but willing to train
Reports To: Town Council / Plan Commission/Board of Zoning Appeals

About the Position

The Town of Ferdinand is seeking a dedicated, detail-oriented, and community-minded professional to serve as our **Zoning Administrator**. In this role, you will be the primary point of contact for local land use, property development, zoning code enforcement, and support for the Plan Commission and Board of Zoning Appeals (BZA).

Key Responsibilities

- **Ordinance Administration:** Interpret, apply, and enforce local zoning ordinances, subdivision control ordinances, and related municipal codes.
- **Permit & Plan Review:** Review, approve and issue building permit applications, site plans, and development proposals for zoning compliance.
- **Board & Commission Support:** As Executive Secretary, you will prepare minutes, agendas, and public notices, and attend evening meetings for the Plan Commission and Board of Zoning Appeals, which meet one time per month.
- **Code Enforcement & Investigations:** Receive public complaints regarding potential zoning or property use violations, conduct site inspections, and relay to the appropriate governing authority.
- **Public Assistance:** Provide exceptional customer service to residents, builders, developers, and real estate professionals regarding setback requirements, permitted uses and platting.
- **Map & Record Maintenance:** Maintain official zoning maps, permits, minutes and past zoning records in an office provided by the Town.

Qualifications & Requirements

- **Education:** High school diploma/GED required,
- **Experience:** Minimum of 1+ years of experience in municipal planning, zoning administration, building code enforcement, or a closely related field preferred, but we are willing to train the right individual.
- **Knowledge & Skills:**
    - Familiarity with local zoning laws, land-use planning principles, and state statutory requirements.
    - Proficiency in reading legal descriptions, site plans, and GIS/mapping software is a plus.
    - Strong verbal/written communication skills to handle public inquiries and discuss matters coming before the Boards of Planning commission & BZA

How to Apply
Interested candidates should submit a cover letter and a completed municipal employment application which is available on the Town's website to:

- **Attn:** Ferdinand Town Hall
- **Email:** tmmiller@ferdinaindindiana.org
- **Address:** 2065 Main Street, PO Box 7, Ferdinand, IN. 47532
- **Deadline to Apply:** December 6, 2026
- **Website:** www.ferdinandindiana.org