

# **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FROM *IN-HOUSE* APPLICANTS  
BEGINNING FEBRUARY 19, 2026, THROUGH FEBRUARY 23, 2026.**

**APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING FEBRUARY 24, 2026, THROUGH APRIL 19, 2026.**

**(POSITIONS ARE OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)**

**JOB TITLE: Plan Administrator, #10117**

**On-line: <https://waynecounty.in.gov/jobs/index.php>**

**Date Posted: February 19, 2026**  
**Department: Plan Commission**  
**Hours: 40 hrs. per week**  
**Salary: \$30.67/hr.**

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. Wayne County 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 Planning Administrator for the Planning Commission, responsible for overseeing department operations, enforcing Zoning and Flood Hazard Regulations in Wayne County.

## **DUTIES:**

Interprets and enforces state and local zoning ordinances and codes. Responds to zoning code questions and investigates complaints and violations. Conducts follow up on violations for corrections.

Oversees the issuance of zoning permits as required by ordinances.

Communicates and meets with builders, developers, engineers, surveyors, and citizens regarding proposed developments.

Interprets Rule 5 erosion control requirements.

Interprets and enforces the Flood Hazard Ordinance.

Interprets and enforces the Junk and Litter Ordinance

Maintains accurate records of the Planning Commission Office.

Oversees preparation and distribution of department correspondence, advertising, violation letters, reports, and other related communication related to the enforcement of the ordinances empowered to enforce.

May attend County Commissioners' meetings, as necessary.

Serves as Secretary of the Planning Commission and Board of Zoning Appeals Committee, including contacting Committee members, scheduling meetings, and recording meeting minutes.

Maintains current knowledge of state law changes, court cases, and other sources of information that affect zoning code regulations.

Directs purchase of supplies and equipment within the department.

Prepares annual budget and presents to County Administrator.

Testifies in legal proceedings/court as required.

Performs related duties as assigned

### **I. JOB REQUIREMENTS:**

High school diploma or GED with at least 18 months of education beyond high school and/or equivalent combination of related education, training, or experience.

Thorough knowledge of and ability to make practical application of department policies and procedures, and state and county ordinances regarding zoning.

Ability to read, interpret, and explain zoning, flood hazard and junk and litter ordinances, blueprints, specifications, and maps.

Working knowledge of English grammar, spelling, and pronunciation and the ability to complete detailed reports within department deadlines.

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

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

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

Ability to effectively communicate both orally and in writing with co-workers, other County departments, County Commissioners, County Council, Plan Commission, Board of Zoning Appeals, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, printer, typewriter, calculator, and camera.

Ability to drive and operate a vehicle.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to analyze, evaluate, observe, and take action based on data analysis.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work under time pressure and on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to testify in legal proceedings/court as required.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to plan and present public speaking presentations.

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

Ability to occasionally work extended hours, evenings, and travel out of town for training, sometimes overnight.

## **II. DIFFICULTY OF WORK:**

Incumbent performs duties which are broad in scope involving many variables and considerations. Incumbent operates within well-established government regulations and County policies, exercising independent judgment in interpreting and relating guidelines to specific situations. Incumbent's work is periodically reviewed for soundness of judgment and compliance with legal requirements.

## **III. RESPONSIBILITY:**

Incumbent receives administrative or advisory direction from the Planning Commission and the County Administrator. Incumbent establishes major departmental policies, procedures, and performance standards and regularly makes decisions in absence of policy.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, County Commissioners, County Council, Plan Commission, Board of Zoning Appeals, attorneys, and the public for the purposes of exchanging information and ideas, explaining and interpreting policies and procedures, and presenting subject matter to others.

Incumbent reports directly to the County Administrator.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving sitting and walking at will, walking on uneven terrain, working in wet/icy surroundings, lifting/carrying objects weighing less than 25 pounds, bending, crouching/kneeling, close and far vision, keyboarding, depth perception, speaking clearly, and hearing sounds/communication.

Incumbent is occasionally required to work extended hours, evenings, and travel out of town for training, sometimes overnight.

**APPLY AT:** Wayne County Government  
Human Resources  
401 E. Main Street  
Richmond, IN 47374

**ON-LINE AT:** <https://waynecounty.in.gov/jobs/index.php>

***WAYNE COUNTY GOVERNMENT IS AN  
EQUAL OPPORTUNITY EMPLOYER***