

POSITION VACANCY

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED
BEGINNING MARCH 31, 2025 THROUGH MAY 31, 2025.**

(POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE)

Website: <http://www.co.wayne.in.us/jobs/index.php>

TITLE: Director of Development, #10102

Date Posted: March 31, 2025
Department: Building and Planning Commissions
Hours: Exempt
Salary: \$87,865.18

To perform successfully in this position an individual must be able to perform each essential duty to a high level of proficiency. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation for 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 Director of Development for the Building and Planning Commissions, responsible for overseeing department operations, enforcing building and zoning regulations in Wayne County, and supervising department personnel. The Director of Development will also assist the County Administrator as required.

DUTIES:

Supervises department office personnel and field code officials, including administering personnel policies and procedures, planning/delegating work assignments, establishing work goals and standards, evaluating performance, maintaining discipline, and providing corrective action, as necessary.

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

Oversees the issuance of building & zoning permits as required by ordinances.

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

Drives a vehicle to various sites to inspect new construction and building projects and verify building site measurements.

Interprets Rule 5 erosion control requirements.

Maintains accurate records of the Building and Planning Commission Offices.

Oversees preparation and distribution of department correspondence, advertising, violation letters, reports, and other related communication.

Attends meetings as directed.

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.

Analyzes human resource needs of the department, interviews candidates for openings, makes hiring decisions, and provides orientation and training to new subordinates. Determines significant changes in responsibilities of positions and recommends personnel changes as warranted, such as promotions, transfers, and demotions.

Directs purchase of supplies and equipment within the department.

Prepares annual budget and presents to County Council.

Serves as an assistant to the County Administrator and completes assignments for same and for the Board of Commissioners.

Testifies in legal proceedings/court as required.

Performs all other 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 required.

A baccalaureate degree in urban planning, construction management, or related field preferred. Experience of working within a local government structure is also preferred.

A degree or experience of working in public or business administration is helpful.

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

Working knowledge of standard principles of bookkeeping and ability to administer department budget.

Ability to read, interpret, and explain building and zoning, ordinances, blueprints, specifications, and maps.

Working knowledge of standard 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 people.

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 supervise assigned staff, including administering personnel programs and procedures, planning/delegating work assignments, establishing work goals and standards, evaluating performance, maintaining discipline, and administering corrective action, as necessary.

Ability to analyze human resource needs of the department, interview candidates for openings, make hiring decisions, and provide orientation and training to new subordinates. The ability to determine significant changes in responsibilities of positions and recommend personnel changes as warranted, such as promotions, transfers, and demotions.

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

Ability to drive a vehicle to various sites to inspect construction projects.

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.

The 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 County Commissioners with purpose and desired results indicated. 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: <https://www.co.wayne.in.us/jobs/index.php>

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