Job Posting- Executive Director Rush County Area Planning Commission (Until filled)

Full Time, Exempt Position with Benefits after 90 days, salary based on experience

Salary range- $40,000 to $55,000 based on qualifications and experience

Duties include, but not limited to:

1. Direct and Administer day to day operations of the office
2. Keep appropriate Boards and Councils informed on issues of interest
3. Administer appropriate ordinances, state statutes, etc.
4. Administer decisions regarding flood hazards, zoning, permits, and restrictions.
5. Implement trackable procedures for reviewing and processing development plans. Keep files pertaining to land development.
6. Attend in all Area Plan Meetings and Board of Zoning Appeals, as well as Council and Commissioner meetings.

Job requirement:

1. Prefer a B. S. degree in Urban Development or 4 years of work experience in the field.
2. Ability to read and interpret land maps, subdivision plans, drainage plans, surveys, etc.
3. Ability to work extended hours when needed.
4. Possess valid Driver's License, pass background check , and drug screening.
5. GIS abilities preferred

Send letters of inquiry and resumes to tpersonett@rushcounty.in.gov