

Administrator for the Office of Planning and Zoning

Definition of Administrative Official per KRS 100.000 (1)

“Administrative Official” means any department, employee, or advisory, elected or appointed which is authorized to administer any provision of the zoning regulations, subdivision regulations, and, if delegated, any provision of any housing or building regulation or any other land use control regulation.

Job Duties include but not limited to the following:

1. Administer and enforce all zoning regulations of Bullitt County and Statutes as required by KRS Chapter 100
2. Flood Plain Coordinator for Bullitt County
3. Supervise and train Staff Members
4. Assist Customers with zoning determinations and flood plain determinations
5. Assist customers who want to file zoning applications, variances and conditional use permit applications
6. Prepare for all zoning hearings, mail out letters, place legal ads, and prepare dockets and staff reports for the Planning Commission
7. Prepare cases for Board of Adjustments (Variances and Conditional Use Permits), mail out letters, place legal ads, and prepare dockets for members.
8. Take minutes at all Planning Commission meetings and sit in on all Board of Adjustment meetings.
9. Write minutes for Planning Commission meetings and send out to the Commissioners.
10. Plat approvals
11. Site Plan approvals for all Commercial and Industrial construction
12. Subdivision Plat reviews to present to the Planning Commission
13. Review and write sign permits
14. Prepare staff reports for Judge Executive, Magistrates and all cities to aid them on zoning cases that fall within their jurisdiction.
15. Attend Fiscal Court Meetings to address Zoning Cases or other matters with regards to Planning and Zoning
16. Maintain all official records and files and zoning map for Bullitt County
17. Must have strong verbal communication skills and telephone skills and be able to interpret all zoning regulations to the public.
18. Attend any out side meetings as requested by Judge Executive to represent Bullitt County
19. Liaison between city and county officials with regards to Planning and Zoning issues.
20. Assist Planning Commission with updates to Comprehensive Plan, Zoning Regulations and Subdivision Regulations
21. Work with Contractors, Surveyors, Engineers, Developers and Attorney's with regards to future development plans of subdivisions or construction projects of any kind.
22. Account for all receipts and expenditures for the department

Administrator for Planning and Zoning (continued)

23. Write yearly budget for the department to be turned into Bullitt Fiscal Court for approval
24. Lobby for needs of the Planning Commission, and the Board of Adjustments to provide legitimate services to the citizens of the county
25. Set up continuing education as required under KRS Chapter 100 for all Planning Commission members, Board of Adjustment members and Planning and Zoning Staff through workshops, seminars, etc.
26. Keep records of all training hours for Planning Commission members, Board of Adjustment Members and Planning and Zoning Staff
27. Continue to familiarize oneself with changes in statutes affecting the Commission and Keep abreast of continuing planning concepts and techniques