

The Hancock County Urban Planning Commission is seeking a motivated candidate to fill the part time position of Planning Administrator.

The Planning Administrator is responsible for overseeing all planning, zoning, building enforcements, code enforcements, and zoning amendments. The Planning Administrator is also responsible to act as staff to the Board of Adjustments.

The successful candidate will act as the primary liaison between the general public, applicants, and the Planning and Zoning board. The Administrator is responsible for providing high levels of guidance to the applicants and the Planning Commission. The candidate must have thorough knowledge of local government within Hancock County and the ability to plan, organize, coordinate a broad range of functions.

Preferred Knowledge

- Knowledge of building related codes
- Planning Commission Codes and Ordinances
- Construction Principles
- Engineering Principles
- Land Surveying Principles

Minimum Requirements

- High School Diploma or Equivalent
- Ability to Communicate effectively and professionally with the public
- Training in Fields of planning, zoning, construction, engineering or related fields
- Monthly or Quarterly Planning Commission Meetings

Please send all resumes to

Hancock County Urban Planning Commission

P.O box 692

Hawesville, Ky 42348