



Community Development/Planning
Permitting Specialist
(Full-Time)

The City of Jasper is seeking an individual to serve as a Planning/Zoning Permitting Specialist. The selected individual will be a detail oriented, self-starter with strong organizational skills who will work with a wide variety of responsibilities including, but not limited to, assisting the Director of Community Development and Planning in providing technical building inspection and plans examining work to enforce compliance with regulations and ordinances. Inspects construction projects for compliance with City codes, design guidelines, and planning and zoning requirements. Performs legal and property research; and provides information to and works with the public to resolve problems. Performs technical, clerical and administrative support duties for the Community Development and Planning Department. Must be capable of maintaining a high level of confidentiality including, but not limited to administrative information. High school diploma or general education degree (GED) required; and two or more years related experience and/or training in the construction related field. Must be computer literate. Working knowledge of current construction methods and materials, practices, tools, and equipment. A Valid Indiana Driver's License is required.

How to Express Interest
Send Resume and Letter of Interest to:
PERSONNEL DIRECTOR
EOE #422
c/o City of Jasper
P.O. Box 29
Jasper, IN 47547-0029
or email to: HRA@jasperindiana.gov

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