

TOWN OF ST. JOHN, LAKE COUNTY, INDIANA

ORDINANCE NO. 1018

BEING AN ORDINANCE AMENDING ORDINANCE NO. 997, THE SAME BEING AN ORDINANCE ESTABLISHING A PERSONNEL POLICY FOR THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA, AND REPEALING ORDINANCES IN CONFLICT THEREWITH.

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, did originally adopt Ordinance No. 997, the same being an ordinance establishing a personnel policy for the Town of St. John, Lake County, Indiana and superseding a prior personnel policy for the Town of St. John, Lake County, Indiana; and

WHEREAS, the Town Council of the Town of St. John, Lake County, Indiana, now recognizes that it has become necessary to amend such ordinance, to create a new position, namely, that of Archive and Records Data Entry Clerk and establish a job description for the same, as well as to modify the job description of the Town of St. John Zoning Administrator-Administrative Assistant; and

WHEREAS, it has also become necessary to more formally recognize Town employee-independent contractor positions that are annual appointments made by the Town Council, as has been done on an informal basis in the past; and

WHEREAS, it is now determined by the Town Council that the following positions shall serve on an annual basis at the will of the Town Council and shall be appointed annually as such, to-wit:

Director of Public Works, Administrative Assistant/Zoning Administrator, Building Commissioner, Electrical Inspector, Assistant Electrical Inspector, Town Attorney, Police Commission Attorney, and Town Engineer; and

WHEREAS, to the extent the Personnel Policy Ordinance and Manual conflicts with any provisions with regard to these annual appointments and the fact that they serve at the will of the Town Council on an annual basis, they hereby are deemed repealed, but in all other respects, the Personnel Policy Ordinance and Manual, as applicable, shall apply to the extent the foregoing positions are Town employees.

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of St. John, Lake County, Indiana, that Ordinance No. 997 shall be amended as follows:

1. That the position of Archive and Records Data Entry Clerk shall be and hereby is established with the job description as well as duties and responsibilities as set forth in a job description attached hereto and made a

part hereof more specifically by reference.

2. That the job description of the Zoning Administrator/Administrative Assistant shall be amended to reflect the job description including essential duties and responsibilities which is attached hereto and made a part hereof more specifically by reference.
3. That the following Town positions shall be annual appointments and shall serve at the will of the Town Council on such an annual basis: Director of Public Works, Administrative Assistant/Zoning Administrator, Building Commissioner, Electrical Inspector, Assistant Electrical Inspector, Town Attorney, Police Commission Attorney, and Town Engineer; and
4. That to the extent the Personnel Policy Ordinance or Manual conflicts with the terms of this ordinance, this ordinance shall control and the Personnel Policy Ordinance shall be considered repealed to the extent that it conflicts; that, however, notwithstanding the foregoing, the Personnel Policy Ordinance and Manual shall apply when not in conflict herewith to all Town employees aforesaid.

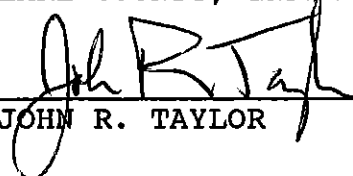
BE IT FURTHER ORDAINED that all existing ordinances, or parts thereof, in conflict with the provisions of this ordinance, are hereby deemed null, void, and of no legal affect, and are specifically repealed.

BE IT FURTHER ORDAINED that if any section, clause, provision, or portion of this ordinance shall be held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect any other section, clause, provision, or portion of this ordinance.

BE IT FURTHER ORDAINED that the Town Council declares an emergency and that this ordinance shall take effect and be in full force and effect, from and after its passage by the Town Council of the Town of St. John, Lake County, Indiana, pursuant to law.

PASSED AND ADOPTED by the Town Council of the Town of St. John, Lake County, Indiana, this 30th day of September, 1996.

TOWN COUNCIL, TOWN OF ST. JOHN,  
LAKE COUNTY, INDIANA

  
\_\_\_\_\_  
JOHN R. TAYLOR

Fred J. Kish  
FRED J. KISH

\_\_\_\_\_  
DOUGLAS E. PATTERSON

ATTEST:

Judith L. Companski  
JUDITH L. COMPANSKI  
Clerk-Treasurer

**TOWN OF ST. JOHN, INDIANA**

**JOB DESCRIPTION**  
**ARCHIVE AND RECORDS DATA ENTRY CLERK**  
**Approved: 08/22/96 Last Revision: (date)**

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**DEPARTMENT:** Town Council  
**DIVISION:** Clerical  
**REPORTS TO:** Town Council

**LOCATION:** Municipal Building  
**EXEMPT:** No

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**SUMMARY:**

Performs data entry work by operating computer keyboard or other data entry device to enter data into a computer or onto magnetic tape or disk for subsequent entry.

**SUPERVISION RECEIVED:**

Works under the general supervision of the St. John Town Council.

**SUPERVISION EXERCISED:**

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO, THE FOLLOWING:**

Collects, organizes, and verifies accuracy of data before it is entered.

Extracts alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

Compares data entered into computer with data listed on the original document, conducts spot checks to verify that data is correctly entered.

Provides a backup of work completed.

Maintains record of work completed.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education:**

(A) Graduation from high school or GED equivalent with specialized course work in general office practices such as typing, filing, computers, computer data entry, or other office work experience, or any equivalent combination of related education and experience.

(B) Two (2) years of related and progressively responsible work experience.

(C) Any equivalent combination of education and related work experience.

**ARCHIVE AND RECORDS DATA ENTRY CLERK  
JOB DESCRIPTION  
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**Necessary Knowledge, Skills, and Abilities:**

(A) Working knowledge of computers and electronic data processing. Working knowledge of modern office practices and procedures. Familiar with computer programs such as Windows, Word Perfect, and Access.

(B) Skill in operating office tools such as personal computer, typewriter, copies, fax machine, calculator.

(C) Ability to enter data accurately, ability to establish effective working relationships with employees and supervisors, ability to work efficiently.

**Language Skills:**

Ability to read and interpret general business correspondence, technical data, and government regulations.

**Mathematical Skills:**

Ability to calculate figures and amounts to accurately maintain records and statistics.

**Certificates, Licenses, Registrations needed:**

None.

**Other skills and abilities:**

None.

**PHYSICAL DEMANDS:**

The physical demands described herein are typical of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to sit, walk, talk, hear, and use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

This employee is often required to lift and/or move more than fifteen (15) pounds. This employee also needs to have close, distance, color, peripheral, depth perception, and the ability to adjust focus as vision requirements

**ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is moderate noisy.

**TOWN OF ST. JOHN, INDIANA**

**JOB DESCRIPTION**  
**ZONING ADMINISTRATOR/ADMINISTRATIVE ASSISTANT**  
**Approved: 08/22/96 Last Revision: (date)**

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**DEPARTMENT:** Building and Planning  
**DIVISION:** Administration  
**REPORTS TO:** Town Council

**LOCATION:** Municipal Building  
**EXEMPT:** Yes

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**SUMMARY:**

The Zoning Administrator is responsible for a variety of routine and complex tasks related to all areas of construction, subdivision control, and zoning requirements in the Town of St. John, including issuance of certificates, permits, and review of submitted site plans for commercial and residential petitioners. He/She is responsible for enforcing the master Zoning Ordinance, Subdivision Control Ordinance, and public nuisance ordinances.

He/She will provide staff and technical support as Administrative Assistant to the Town Council.

**SUPERVISION RECEIVED:**

Works under the general supervision of the St. John Town Council.

**SUPERVISION EXERCISED:**

Building and Planning Department employees:

Building Commissioner

Electrical Inspector

Clerical, full-time, temporary, or other staff, as assigned

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:**

Receives visitors and responds to telephone calls. Investigates and follows-up on citizen requests for service, complaints, and requests for information.

Reviews petitioners' plans and permit applications for compliance with Zoning Ordinance. Coordinates in-house Site Plan Review prior to issuance of Land Use Permit.

Interprets then enforces the intent and meaning of the Subdivision Control Ordinance, the Zoning Ordinance, and public nuisance ordinances, as applied. Issues warnings and citations as required to ensure compliance with town ordinances. Documents violations in records.

Reviews and approves building applications and all necessary permits. Oversees processing. Reviews and issues Certificates of Occupancy/Completion, and releases Occupancy Escrow.

Compiles and writes business correspondence, reports, agendas, and general information relative to the Building and Planning Department, and in assistance to the Town Council.

**ZONING ADMINISTRATOR/ADMINISTRATIVE ASSISTANT**  
**JOB DESCRIPTION**  
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Prepares a variety of studies, reports and related information for decision-making purposes, conducts research, analysis, and prepares recommendations regarding proposals for programs, grants, services, budget, equipment, etc.

Compiles monthly and yearly statistical reports and charts. Responsible for maintenance of yearly minutes from meetings of Board of Zoning Appeals (BZA), Plan Commission, and Drainage Board. Responsible for maintaining construction records of single and multi-family as well as commercial buildings. Maintains records for subdivision plats.

Processes and distributes, as necessary, any and all correspondence moving through the Building and Planning Department. Manages staff procedures such as approval of time-sheets, overtime, budgets, claims, etc.

Provides technical and staff support to the Town Council, Town Plan Commission, Board of Zoning Appeals, and Drainage Board. Assembles background materials, prepares agendas, and records action items for the Plan Commission, Board of Zoning Appeals, and Drainage Board.

Works closely with Building Commissioner, Electrical Inspector, and Building and Planning Clerk to serve the needs of the community in its development. Works closely with the Town Attorney and Clerk-Treasurer to achieve this objective.

Issues Business Licenses, Contractors Licenses, bills developers for street lights and engineering fees, inspects local businesses for pinball machines and bills as necessary.

Serves as Town Coordinator for American with Disabilities Act (ADA) to ensure compliance.

Assures that assigned areas of responsibility are performed within department budget. Assists in the preparation of departments annual budget.

Evaluates work procedures, schedules, and work flow; studies and recommends policies and procedures to improve efficiency and effectiveness of operations.

Researches grant programs, prepares grant applications.

Performs special assignments as directed.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**ZONING ADMINISTRATOR/ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION  
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**Education:**

(A) Graduation from high school or GED equivalent with specialized college courses in public administration, town planning, and/or modern business management. This position requires extensive technical knowledge and a college degree, in town planning and/or administration, is strongly recommended.

(B) Two (2) years of related experience,

(C) Any equivalent combination of education and progressively responsible experience.

**Necessary Knowledge, Skills, and Abilities:**

(A) Working knowledge of computers, technical information about town development, ability to make decisions and enforce them, good interpretative skills for deciphering legal documents, and modern office practices and procedures.

(B) Skill in operating office tools such as a personal computer, typewriter, copier, fax machine, calculator.

(C) Skills to communicate effectively, verbally and in writing, to meet and deal with the public, to handle stressful situations.

**Language Skills:**

Ability to read and interpret legal correspondence, technical building correspondence, general business correspondence, technical data and terms of the construction industry, and government regulations. Ability to write reports and speak in public. Ability to orally communicate information to the general public, government employees, Town citizens, and professionals of the construction industry and trade unions.

**Mathematical Skills:**

Ability to calculate figures and amounts to accurately maintain records and statistics.

**Certificates, Licenses, Registrations needed:**

Valid drivers license.

**Other skills and abilities:**

Must like working with the public and professionals in the building industry. Must be able to prioritize, and be flexible in crisis situations. Must be able to consistently meet deadlines.

**PHYSICAL DEMANDS:**

The physical demands described herein are typical of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to sit, walk, talk, hear, and use hands and fingers to handle, feel, or operate objects, tools, or controls. The employee is occasionally required to crouch or kneel, reach with hands and arms. This employee occasionally visits job sites and attends late night public meetings.



**ZONING ADMINISTRATOR/ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION  
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The employee may occasionally lift and/or move up to fifty (50) pounds. This employee also needs close, distance, color, peripheral, depth perception, and the ability to focus as vision requirements.

**ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this work environment is usually moderate. This employee occasionally comes in contact with fumes and/or airborne particles and may have exposure to radiation.