

## HARDIN COUNTY PLANNING & DEVELOPMENT COMMISSION

### Job Description

**Position:** Administrative Assistant / Permits Technician

**Job Summary:** The purpose of this position is to assist in the accomplishment of the responsibilities and functions of both Hardin County Planning & Development and the KY Building Code Program. This includes the administration and implementation of the Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, Building & Electrical Codes and other regulations and ordinances as adopted by the Planning Commission, Board of Adjustment and Fiscal Court.

**Qualifications:** At a minimum, an Associate's degree with two years of work experience in a professional office environment is required. A Bachelor's degree is preferable and shall substitute for two years' work experience. Experience with Microsoft Excel & Intuit Quickbooks is preferred but not required.

**General Duties:** Must be highly detailed and organized, possess problem solving skills, have the ability to multitask, have a desire to work with citizens and possess the ability to explain government regulations and procedures. Must be team oriented with a positive customer service attitude. Responsibilities include answering phone calls, maintaining files, data entry, preparing correspondences and fielding questions from the general public. Performs research and processes a variety of land use / building / electrical permit applications. Requires working with contractors, surveyors, engineers, developers, real estate agents, government employees, property owners and neighbors of proposals. Skills needed include customer service, written & oral communication, and Microsoft Office computer skills.

The salary for this position will depend on qualifications and experience.  
We offer competitive pay and an excellent retirement & benefits package.

Please submit resumes with cover letters, references and college transcripts:

Hardin County Planning & Development  
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