

## **Job Opening for Ripley County Planning Director**

**Job Title:** Executive Director

**Department:** Planning and Building

**Reports to:** APC and BZA

**Beginning work date:** April 2026

### **Salary and Benefits:**

This is an exempt position with a salary based on qualifications and experience, in accordance with the salary ordinance. Benefits include medical, dental, vision, and life insurance; voluntary life insurance; a retirement plan; a health savings account; an employee assistance program; paid time off (sick, holiday, and vacation); and parental leave.

### **Job Summary:**

The Executive Director performs professional planning and technical work by guiding the growth of the County with the Comprehensive Plan and County ordinances.

### **Responsibilities:**

- Serves as technical advisor and support for the Plan Commission and Board of Zoning Appeals.
- Attends all Plan Commission, and Board of Zoning Appeals meetings (included in the monthly salary).
- Guides the development of projects through the planning and zoning process and responds to public inquiries regarding zoning and planning matters.
- Provides resources and assistance related to the Geographic Information System (GIS).
- Creates documents and reports
- Consults with citizens, department heads, and other officials of municipal, county, state, and federal governments to assist in the coordination of all phases of planning.
- Assists the administration with communicating and advocating for the benefits to the community of planning and zoning.
- Reviews various development applications, including but not limited to, site plans, sign applications, variance requests, and rezoning petitions, while coordinating with staff regulations, zoning codes, and policies
- Maintains professional affiliations and participates in continuing educational activities, meetings, conferences, and workshops.
- Serves as floodplain administrator
- Serves as code enforcement officer
- Records audio and video for Area Plan Commission (APC) and Board of Zoning Appeals (BZA) monthly meetings.
- Performs duties as outlined in the current job description.

- Create office Budget
- Serve as County Department Head

**Qualifications:**

- Suggested 3-5 years of experience in professional planning
- American Institute of Certified Planners (AICP) certification preferred
- Knowledge of GIS software
- Computer skills
- Strong analytical skills
- Excellent written and verbal communication skills
- Ability to work as part of a team
- Follow Federal and State planning regulations and guidelines
- Able to organize planning research, make preliminary determinations, and summarize results in written reports and graphic form
- Strong interpersonal abilities with a personable and professional demeanor
- Proven ability to work collaboratively in a team environment and build positive relationships with colleagues and stakeholders
- Prefer Resident of Ripley County
- Ability to assist Building Inspector when necessary

**Physical Demands and Working Environment:**

- Work is performed both indoors in an office environment and outdoors while conducting field inspections, including building inspections when the inspector is absent.
- Effectively communicate and interact with other employees and the public through the telephone, email, and personal contact
- Physical capability to effectively use and operate different office equipment, such as telephone, desktop computer, calculator, copier, scanner, fax, etc...
- Requires sitting, standing, walking, bending, crouching, reaching & extending, repetitive motion; occasional lifting and moving light objects; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects

**Equal Opportunity Employer:**

Ripley County is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the County will comply with all legal requirements related to affirmative action, the employment of the handicapped, and veterans. In compliance with the Americans and Disabilities Act. Ripley County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**To Apply:**

Submit resumes to the Auditors office at [auditor@ripleycounty.com](mailto:auditor@ripleycounty.com).

- Provide desired range of salary
- Provide potential start date
- Provide application by February 27, 2026