



CITY OF DECATUR JOB POSTING
Building and Zoning Office Administrator

Department: City of Decatur Building and Zoning
Reports To: Building and Zoning Superintendent

Employment Type: Full-Time
FLSA Status: Non-Exempt

Position Overview

The Building and Zoning Office Administrator is responsible for assisting in overseeing the overall function and operation of the Building and Zoning department. This position serves as the first point of contact for residents, contractors, developers, and businesses regarding building permits, zoning requirements, code enforcement, and related municipal services. The role includes permit processing, recordkeeping, scheduling inspections, coordinating with multiple departments, and ensuring compliance with local ordinances and procedures, as well as administrative duties for the Plan Commission and Board of Zoning Appeals.

Education and/or Experience

Bachelor's degree (B.A./B.S.) from a four-year college or university; and two years related experience and/or training; or equivalent combination of education and experience is desired. General knowledge of construction, electric, plumbing, and heating in both residential and commercial settings is desired. Building Inspector certification is desired.

Other Skills and Abilities

Computer software skills required include: Microsoft Outlook, Word, Excel, PowerPoint, Adobe and Geographic Information Systems (GIS) Software.

Work Schedule & Environment

Monday through Friday from 8:00 A.M. to 4:30 P.M. This position may require work beyond regular office hours and on the weekends.

How to Apply

Applications are available at Decatur City Hall, 172 N. 2nd St., Decatur, Indiana Monday-Friday between the hours of 8:00 A.M. – 4:30 P.M. The application may also be downloaded from the City of Decatur's website at www.cityofdecatur.in.gov.

Return completed applications with resume and cover letter in person or by mail to the Decatur City Hall, 172 N. 2nd Street, Decatur, Indiana. If returning by email, please send to applications@cityofdecatur.in.gov. All applications must be submitted to the City of Decatur by **4:30 P.M. on Friday, November 21, 2025.**