

# City of Ligonier

## Employment Opportunity

### ***Position: Building & Zoning Administrator***

The City of Ligonier is seeking a motivated and detail-oriented professional to serve as our **Building Inspector/Zoning Administrator**. This role is essential in ensuring safe, responsible development while preserving the character of our community.

### **Key Responsibilities**

- Review building and zoning applications, plans, and permits.
- Conduct inspections for zoning, construction, drainage, and code compliance.
- Investigate and follow up on reported code violations.
- Assist residents, contractors, and developers with zoning/building requirements.
- Attend Plan Commission and Board of Zoning Appeals meetings.

### **Qualifications**

- High school diploma or GED required; experience in construction, zoning, or code enforcement preferred.
- Knowledge of building, plumbing, electrical, and mechanical codes.
- Ability to read maps, blueprints, and schematics; GIS experience a plus.
- Strong communication and customer service skills.
- Valid driver's license required.
- English language skills required - Spanish language skills desirable.

### **Position Details**

- Part-Time Position | Typical office hours: Mon, Wed, 8:30 a.m.–12:00 p.m. and Thur. 1:00–4:30 p.m.
- Some evening meetings required.
- Competitive pay.

### **How to Apply**

Submit resume and cover letter to:

#### **City of Ligonier –Mayor's Office**

301 S. Cavin Street  
Ligonier, IN 46767

Applications accepted until position is filled.