

POSITION DESCRIPTION
COUNTY OF DECATUR, INDIANA

Position: **Administrative Assistant – Decatur County Revitalization Project**

Department Decatur County Area Plan Commission (APC)

Reports To Executive Director, Decatur County Area Plan Commission

FLSA Status Non-Exempt (Hourly)

Employment Type Part-Time, up to 28 Hours/week, \$18.00/hr.

Position Summary

The Administrative Assistant supports and plays a key role in advancing the Decatur County Revitalization Project focused on identifying, addressing, and remediating blighted and unsafe properties throughout Decatur County, Indiana. This position combines administrative, field, and coordination duties to improve compliance with applicable building, zoning, and property maintenance regulations while promoting community revitalization and reinvestment.

The Administrative Assistant serves as a liaison between county departments, municipalities, property owners, contractors, and the public to ensure consistent enforcement, clear communication, and progress toward countywide revitalization goals.

Essential Duties and Responsibilities

Revitalization & Blight Reduction Activities

- Support the Decatur County Revitalization Project by identifying blighted, abandoned, or unsafe structures.
- Maintain an inventory of blighted properties, including ownership status, condition assessments, and enforcement history.
- Coordinate with local municipalities, the Health Department, Sheriff's Office, Fire Departments, and legal counsel as needed.
- Assist with implementation of cleanup, repair, demolition, or rehabilitation initiatives.
- Communicate with property owners regarding available resources, compliance options, and timelines.

Public Interaction & Customer Service

- Serve as a point of contact for citizen complaints related to unsafe structures, nuisance properties, and blight.
- Provide clear, professional communication to property owners regarding code requirements and compliance steps.
- Attend public meetings, workshops, or hearings related to code enforcement and revitalization when requested.
- Assist with preparation of materials for Area Plan Commission, as needed.

Records Management & Reporting

- Maintain accurate records of inspections, violations, enforcement actions, and property status.
- Utilize GIS systems, and county databases.
- Prepare reports, summaries, and metrics demonstrating progress on blight reduction and revitalization goals.
- Assist with ordinance updates, policy development, and procedural improvements related to revitalization.

Other Duties

- Perform related duties as assigned to support the mission of the Area Plan Commission and Decatur County.

Minimum Qualifications

- High school diploma or GED required; associate degree or coursework in planning, construction, public administration, or related field preferred.
- Two (2) years of experience in code enforcement, construction, inspection, planning, or a related field preferred.
- Working knowledge of building construction practices and property maintenance standards.
- Ability to read and interpret basic ordinances, and regulations.
- Proficiency with Microsoft Office and basic data management systems.
- Valid Indiana driver's license and ability to travel throughout Decatur County.

Preferred Qualifications

- Experience with blight remediation, redevelopment, or community revitalization programs.

- Experience using GIS or permitting/code enforcement software.

Knowledge, Skills, and Abilities

- Strong organizational and time-management skills.
- Ability to work independently in the field and as part of a team.
- Effective written and verbal communication skills.
- Ability to manage sensitive situations with professionalism and tact.
- Attention to detail and ability to maintain accurate records.
- Ability to enforce regulations fairly and consistently.

Physical & Work Environment Requirements

- Combination of office and field work.
- Ability to walk uneven terrain, climb stairs, and access properties in various conditions.
- Ability to lift up to 25 pounds occasionally.
- Exposure to outdoor weather conditions during site inspections.

Disclaimer

This job description is not intended to be all-inclusive. Duties, responsibilities, and activities may change at any time with or without notice, consistent with the needs of Decatur County.

Interested applicants should complete an online application and submit to
hr@decaturcounty.in.gov

Decatur County is an Equal Opportunity Employer

Posted:

12/30/2025

Removed:

1/9/2026