

About Us

Bourbon County (population: 20,000) is located 16 miles northeast of the City of Lexington in the rolling bluegrass region of Central Kentucky. The incorporated municipalities include the City of Paris (pop: 10,000), City of North Middletown (pop: 747) and the City of North Middletown (pop: 610).



In 2015, the Bourbon County Joint Planning Office was established by [interlocal agreement](#) between the City of Paris, City of Millersburg, City of North Middletown, and the Bourbon County Fiscal Court. The Planning Office is located at the Paris Municipal Center at 525 High Street, Paris, KY 40361. There are four full-time dedicated positions in this Office: Planning & Zoning Director, Building Inspector, Planning Technician, and Code Enforcement Officer. The Office's operating budget for the 22-23 Fiscal Year is \$464,000.

Below are listed the decision-making bodies that the Planning Office helps facilitate and coordinate:

- Bourbon County Joint Planning Commission
- Bourbon County Joint Board of Adjustment
- Bourbon County Joint Code Enforcement Board
- Paris Pike Corridor Commission
- City of Paris Board of Architectural Review
- Other Work Groups and Advisory Committees as needed.

To learn more about the Planning Office and Community, visit www.bourboncountyplanning.com

If you are qualified and interested in applying, please submit (1) completed application form, (2) cover letter, and (3) resume/CV to County Judge Executive Mike Williams at judge@bourbonky.com. *Incomplete applications will not be considered.*

Application Deadline: 5:00 p.m. Friday May 26, 2023

Questions? Call the Judge's Office at 859-987-2135 or email at judge@bourbonky.com

ATTN: Judge Mike Williams
RE: Planning & Zoning Director Application
Bourbon County Courthouse
301 Main Street
Paris, KY 40361

BOURBON COUNTY JOINT PLANNING OFFICE

Planning and Zoning Director

JOB DESCRIPTION

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Performs complex professional work planning, directing and supervising the Planning and Zoning department and daily operations and staff, resolving citizen conflicts, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Joint Board. Continuous supervision is exercised over all personnel within the team. This position is under the supervision of the County Judge Executive.

ESSENTIAL JOB FUNCTIONS

- Ensures proper staff and office supervision, employee personnel policies and procedural adherence
- Trains and supervises all members of the planning commission staff in the various office and ordinance functions
- Represents the organization on regional/local boards
- Implements Comprehensive Plan or other planning projects
- Reviews/Drafts all departmental reports and presentations
- Reviews and processes zoning applications for amendments and ordinance text or map revisions
- Analyzes, prioritizes and addresses county land use and zoning programs and needs
- Supervises the enforcement of county zoning and related ordinances
- Coordinates planning activities with non-county agencies
- Directs development studies including land use and strategic planning
- Presents request for rezoning and attends public hearings
- Plans, directs, sets goals, supervises and evaluates department activities and personnel
- Prepares and monitors department budget, revenues and costs
- Cooperates with other County and City departments and other outside agencies on joint projects to improve the county's infrastructure environment and economic development prospects
- Works closely with the City Commissioners and Planning Commissioners and municipal elected boards
- Attends and acts as a representative of the City and the County at various meetings, commissions and organizations
- Facilitates conflict resolution strategies with citizens regarding zoning and planning
- Serves as the designated review officer for plats recorded in Bourbon County
- Abides by, enforces and participates in the implementation and ongoing oversight of Bourbon County Government safety standards and regulations

- Progressively improves the office of the Planning Commission to ensure community growth can be managed in an effective and efficient manner

QUALIFICATIONS

KNOWLEDGE OF:

- Principles and practices of planning
- Economics, Finance and Sociology as applied to planning
- Principles of research and of sources and uses of socioeconomic and related information
- Municipal ordinances governing zoning related codes
- Routine legal procedures as related to the enforcement of lawn and ordinances
- Site development plans as they pertain to zoning and land use management

ABILITY TO:

- Understand governmental accounting practices in maintenance of financial records
- Organize and prioritize work
- Ability to compute rates, ratios and percentages
- Communicate and express ideas effectively both orally and in person
- Prepare concise reports
- Establish and maintain effective working relationships with property owners, building contractors, attorneys, engineers, county officials and the general public
- Independently perform a full range of County code enforcement and compliance duties

EDUCATION AND EXPERIENCE:

Education: Graduation from an accredited college or university with a bachelor's degree in planning, public affairs, geography, or related field

Experience: 4 or more years' of progressively responsible professional planning experience, or equivalent combination of education and experience. American Institute of Certified Planning (AICP) Certification is preferred.

**APPLICATION FOR EMPLOYMENT
BOURBON COUNTY FISCAL COURT**

**AN EQUAL OPPORTUNITY
EMPLOYER**

BOURBON COUNTY FISCAL COURT
BOURBON COUNTY COURT HOUSE
301 MAIN STREET
PARIS, KY 40361

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, or veteran status, sexual orientation, or any other legally protected status.

Position(s) Applied For

Click or tap to enter a date.

Date of Application

On what date would you be available to work?

Click or tap to enter a date.

How did you learn about this job posting?

Newspaper Advertisement

Word of Mouth

Employment Agency

Walk-in

Social Media Advertisement

Professional Network

Last Name

First Name

Middle Name

Mailing Address (Street Number and Name)

City

State

Zip Code

Telephone Number

Email Address

Social Security Number

**APPLICATION FOR EMPLOYMENT
BOURBON COUNTY FISCAL COURT**

**AN EQUAL OPPORTUNITY
EMPLOYER**

Have you ever filed an application with us before? Yes No

If yes, give date: [Click or tap here to enter text.](#)

Have you ever been employed with us before? Yes No

If yes, give date: [Click or tap here to enter text.](#)

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

Have you ever been convicted of a felony? . Yes No

Conviction will not necessarily disqualify an applicant from employment

If yes, please explain [Click or tap here to enter text.](#)

Have you been told the essential functions of the job or have you viewed a copy of the job description which lists the essential functions of the job? Yes No

Can you perform the essential functions of the job with or without reasonable accommodations? Yes No

Educational Background

List schools attended starting with the most recent.

School	Years Completed	Degree/Diploma	Major

Employment History

Provide the following information about your past employers starting with the most recent.

Date Start/ Date End	Employer Name	Location (City, State)	Email and Phone Number

References

Provide list three professional references not related to you. If you do not have professional references, please list personal unrelated references.

Name	Title/Organization (if applicable)	Email and Phone Number

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application. I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Click or tap here to enter text.

Click or tap to enter a date.

Applicant Signature

Date