



DEPARTMENT OF CITY PLANNING

A. JOB TITLE – ASSOCIATE PLANNER

B. DEFINITION

This entry level position is intended to provide exposure to a wide breadth of land use planning projects. The position provides technical assistance to more experienced planners. Based on individual desires and abilities, responsibilities of the position will evolve over time. Employee is responsible for providing professional planning assistance to the Department of City Planning including coordinating review for land use, subdivision and site plans. The employee is also responsible for performing a wide variety of land use planning functions. Functions include but are not limited to working with the public, issuing permits, contributing to the preparation of staff reports for the Plan Commission, Board of Zoning Appeals, and Historic Preservation Commission, and participating in the long-range planning efforts of the City. Employee reports to and receives supervision from the Executive Director.

C. EQUIPMENT USED

Must have sufficient knowledge and dexterity to operate:

1. IBM Compatible Computer
2. Digital Camera
3. Digital Projector
4. Daily access to a City Vehicle
5. Digital Video Camera
6. Scanner
7. Facsimile Machine
8. Computer & Diazo Printers
9. Drafting Equipment
10. Copier

D. JOB LOCATION

Eighty percent of the work is performed in a private office. Approximately twenty percent of the work may be in the field. The field could include but shall not limited to public meetings, civic meetings, construction coordination, site investigations, training, seminars, and educational activities, as well as attendance at relevant meetings outside the community.

E. PHYSICAL REQUIREMENTS

The employee will perform tasks through:

1. Manual Dexterity
2. Walking
3. Sitting
4. Bending
5. Light Lifting
6. Driving
7. Public Speaking
8. Professional Writing
9. Visual Review/Observation
10. Drawing/Drafting
11. Critical Thinking

F. ENVIRONMENTAL / WORKING CONDITIONS

Working conditions within the office suite are climate-controlled and quiet. Out of doors work is subject to all types of weather. The position requires occasional travel and investigations in poor weather conditions. The position requires visiting construction sites with debris and hazards typically associated with construction work.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Contributes to the preparation of staff reports for the Plan Commission, Board of Zoning Appeals, and Historic Preservation Commission cases. Staff reports include conducting site investigations, digital photography, and preparation of graphics necessary to convey appropriate professional information and recommendations. Attendance at evening Plan Commission, Board of Zoning Appeals, and Historic Preservation Commission meetings is mandatory.
2. The Department of City Planning serves as the clearing house for development related projects and requests. Position is responsible for assisting with the distribution of plans and proposals to the various department heads for comments.

3. Day to day activities include, but are not limited to, providing information to the general public on matters relating to zoning, rezoning, annexations, vacations of public right of way, subdivision regulations, sign control, floodplains, and historic buildings.
4. Responsible for issuing Improvement Location Permits for Construction within the City including evaluating construction projects relative to the National Flood Insurance Program (NFIP).
5. Position is responsible for conducting limited enforcement duties including conducting site investigations and writing letters regarding violations of the Zoning Ordinance, Subdivision Control Ordinance, and Sign Ordinance.
6. The Department of City Planning is a smaller office with limited staff resources. As such, the position is responsible for assisting with any functions normally performed by other staff members to insure the smooth operation of the department.
7. Position is responsible for providing assistance in the preparation of fiscal plans associated with both voluntary and involuntary annexations. Work may include researching applicable property owners, tax information, and other records.
8. The Department of City Planning serves a repository for information and records. As such, this position assists in the continual preservation and maintenance of maps, records, and files associated with the work of the Department.
9. Assists the Director in coordinating smaller construction projects not typically associated with the Engineering or Community Development Departments.
10. Assists in the preparation and revision of land use codes and ordinances as determined by the Director. Ability to learn and create a working knowledge of the Indiana Code is helpful to perform the tasks associated with this position.
11. Assists in the preparation of Historic Preservation Districts including ordinances, maps, preservation guidelines, and standards.

H. ADDITIONAL EXAMPLES OF WORK PERFORMED

Because of the variation of duties, it is not possible to list all additional work which may be occasionally performed. It is necessary to understand that the Director may assign a variety of other tasks as may be required to ensure that the Department of City Planning operates smoothly.

I. REQUIRED KNOWLEDGE AND ABILITIES

1. Professional writing and verbal communication skills.
2. Ability to work with the public.
3. Creative thinking regarding problems and solutions.
4. Drafting and cartography skills helpful.
5. Working knowledge of personal computers, spread sheets, and related office software.
6. Ability to review construction drawings for the built environment.
7. Knowledge of AutoCAD and Geographic Information Systems (ERSI) helpful.

J. QUALIFICATIONS

A minimum of:

1. Undergraduate degree in urban planning, landscape architecture, or appropriately related field.
2. A valid Indiana Driver's License is required.

Preferred:

3. Land use planning and site design experience.

Employee Signature

Date

Department Manager

Date