



# Job Posting

City of Mishawaka  
600 East Third St  
Mishawaka, IN  
46544

**POSITION:** Senior Planner/Economic Development Specialist  
**DEPARTMENT:** Planning  
**SALARY:** \$49,200.00  
**HOURS:** 8:30 AM to 4:45 PM

**DATE POSTED:** 09/30/2015  
**DATE CLOSED:** 10/06/2015

**DEFINITION:** Employee is responsible for providing professional planning and economic development support to the Department of City Planning and Community Development including coordinating review for land use, tax abatement, subdivision and site plans, evaluating applications, and making recommendations to the Plan Commission, Board of Zoning Appeals, and Redevelopment Commission. The employee is also responsible for performing a wide variety of land use planning and economic development functions. Functions include but are not limited to working with the public, issuing permits, preparing codes and ordinances, and contributing to the long range planning efforts of the City. Employee reports to and receives supervision from the Executive Director.

## ESSENTIAL FUNCTIONS:

1. Serves as the principal staff member for Plan Commission and Board of Zoning Appeals cases. Position prepares staff reports including site investigations, digital photography, and preparation of graphics necessary to convey appropriate professional information and recommendations. Position prepares the individual site maps, reviews legal descriptions, and reviews applications for all Administrative, Plan Commission and Board of Zoning Appeals cases. Attendance at evening Plan Commission and Board of Zoning Appeals meetings is mandatory.
2. The Department of City Planning serves as the clearing house for development related projects and requests. Position is responsible for the distribution of plans and proposals to the various department heads for comments. The position serves as the lead communication contact for the City regarding pending projects.
3. Responsible for working with developers who have an interest in developing projects within the municipal limits or immediately outside city boundaries.
4. 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, historic buildings, and economic development.
5. Responsible for issuing Improvement Location Permits for Construction within the City including evaluating construction projects relative to the National Flood Insurance Program (NFIP). Responsibilities include reviewing documentation and issuing acknowledgement letters for legal non-conforming uses.
6. 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.

**Please be sure to indicate the position you are applying for in your cover letter and resume.**



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7. 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.
8. 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.
9. 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.
10. Assists the Director in coordinating smaller construction projects not typically associated with the Board of Public Works road and utility work, including parks, river walk, and associated development projects.
11. 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.
12. Assist in the preparation of Historic Preservation Districts including ordinances, maps, preservation guidelines, and standards.
13. Coordinates and manages the tax abatement records of the City including working with area businesses from contact, to yearly CF-1 form compliance.
14. Assists the director in coordinating and managing the City's Tax Increment Financing District. Responsible for assisting in preparing district amendments and on-going project and revenue analysis as may be directed.
15. Responsible for regularly attending Redevelopment Commission and City Council meetings on an as needed basis.

## QUALIFICATIONS:

A minimum of:

1. Undergraduate degree in urban planning, landscape architecture, or appropriately related field.
2. Five years of progressively responsible land use planning experience
3. A Graduate degree in urban planning, landscape architecture, or appropriately related field may substitute for up to two years of experience.
4. A valid Indiana Driver's License is required.

Preferred:

1. Certified by the American Institute of Certified Planners (AICP)
2. A Professional License in Landscape Architecture (RLA), Council of Landscape Architecture Registration Board.

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## 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

## APPLICATION:

Resumes/applications may be submitted via email, fax, regular mail, or in person to:

Mail: Human Resources  
City of Mishawaka  
600 East Third Street  
Mishawaka, Indiana 46544

Fax: (574) 254-0197

Email: [humanresources@mishawaka.in.gov](mailto:humanresources@mishawaka.in.gov)

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The City of Mishawaka is an Equal Opportunity Employer