

Town of McCordsville Job Description

Title: Associate Planner

Department: Planning & Building

Supervisor: Director of Planning & Building/Assistant Town Manager – Planning & Development

Status: Full-time, Non-Exempt

Compensation: \$29-\$30.15 per hour (DOQ)
Enrollment in PERF (Town pays employee contribution)
Enrollment in Health & Life Insurance (Town pays employee premium)
Paid Time Off
14 paid holidays per year

PURPOSE OF THE POSITION: The purpose of this position is to administer certain Planning, Zoning , and Code Enforcement functions of the Town. These functions include but are not limited to Planning Studies, Ordinance writing, grant writing, Annexations, Subdivision platting, plan review, report writing, and code enforcement. The successful candidate must interact with developers, general public, elected officials and various departments of the Town. This position must include frequent interaction with the Town Council, Plan Commission, Board of Zoning Appeals and other town boards, as well as make presentations before the public.

ESSENTIAL FUNCTIONS:

The following functions have been determined by the Town to be essential to the successful performance of this position:

1. Coordinate Planning activities in the Town.
 - a. Attend the initial meeting with the developer, builder or representative of property owner, engineers, etc.
 - b. Review projects for general compliance with zoning standards and uses.
 - c. Receive plans from developer, engineer, architect, etc. and ensure that sufficient copies are delivered to the members of the Technical Advisory Committee (TAC).
 - d. Review the plans for zoning compliance.
 - e. Attend Planning Staff meetings, pre-TAC meeting for Town personnel, fire department personnel, public works personnel, town engineer and traffic engineer to review Town Code compliance. Inform developer of deficiencies or requested modifications. This person may facilitate these meetings.
 - f. Direct correspondence to the developer regarding planning or pre-TAC meeting to indicate any concerns as determined by the various agencies in the town regarding Town Code and zoning ordinance compliance.
 - g. Attend the TAC. May facilitate the meeting directing the discussion, eliciting responses and attempting to resolve the various issues from the pre-TAC, utility companies, etc.
 - h. Accept revisions to the plans as required by the results of the TAC meeting.
 - i. Distribute revised plans to the Department of Public Works and Town Engineer and request them to sign off to ensure compliance.
 - j. Review plans and revisions and ensure compliance with zoning codes.
 - k. May from time to time sign off on the building permit application to ensure the building complies with the zoning codes.
 - l. Perform site inspection for zoning compliance during construction.
 - m. Make certain all legal notice requirements have been explained to petitioner as well as inform them of necessary information and materials needed for presentation.
 - n. Make presentations to the Plan Commission, Board of Zoning Appeals with recommendations for approval or denial.
 - o. Attend the BZA, ARC, Plan Commission and other boards and commission meetings where project is being reviewed or discussed and may make staff report or recommendations.
2. Responsible to draft staff reports and recommendations for use by the Planning Commission, Board of Zoning Appeals, Impact Fee Appeal Board, and Town Council.

- a. Research, review and prepare the background information so the boards understand the petitioner request and assist petitioner in having materials ready for the presentation.
 - b. Coordinate and schedule for the Plan Commission meetings.
 - c. Get re-zone petitions, annexation petitions, and other information requested by the Town Council or Plan Commission prior to the meeting.
 - d. Attend and participate in the meetings.
3. Assist in the annexation and initial zoning of property by the Town.
 - a. Contact property owner for the purpose of acquiring an accurate legal description.
 - b. Review the initial zoning plan request with property owner to indicate staff support or express concerns.
 - c. Write staff reports.
 - d. Schedule and attend meetings if necessary, with developers and property owners to discuss annexation and zoning questions, prior to public hearings.
4. As needed and requested assist in the annexation and initial zoning of property by the Town.
 - a. Contact property owner for the purpose of acquiring an accurate legal description.
 - b. Review the initial zoning plan request with property owner to indicate staff support or express concerns.
 - c. Write staff reports.
 - d. Schedule and attend meetings if necessary, with developers and property owners to discuss annexation and zoning questions, prior to public hearing.
5. Review the issuance of all building permits for zoning compliance.
 - a. Review plans to ensure compliance with the zoning codes.
 - b. Send plans to the Building Commissioner for review and approval.
 - c. Perform visual, on-site inspection for commercial property to ensure zoning code compliance during construction and at time of final inspection.
6. Zoning violations. Responsible for inspecting, receiving and following up on zoning violations.
 - a. Write letter of Notice of Violation. Follow-up to determine the violation was corrected.
 - b. Write tickets and citations. Ensure legal counsel is informed of the citations and is provided with all of the necessary information to take the appropriate action.
 - c. Determine and order project shut down for violations or if health, safety or the welfare of citizens is threatened.
7. In person and using the telephone, answer any questions regarding zoning, sign usage, zoning violations, annexation or questions by the citizens of the Town developers and the general public.
8. Draft confirmation letter of zoning verification to interested parties as requested. Such letters may deal with issues such as zoning, uses permitted, development standards, and the compliance with existing ordinances.
9. Analyze, draft and implement necessary zoning amendments. Such amendments usually require public hearing. Prepare and present information for Plan Commission and Town Council discussion and approval.
11. Oversee that all fees such as road impact, sewer, parks impact are being assessed and implemented.
12. May be required to assume the duties of the Director during vacation or other designated times.
13. Perform all duties as requested by the Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelors degree in the field of planning or related field
- One to three years previous experience in planning preferably in the public sector
- Stress: Ability to function effectively under stressful conditions - position is often stressful due to work overload - person must maintain self composure and work effectively under these conditions
- Ability to manage difficult or emotional citizen situations, responds promptly to citizen needs, solicits resident feedback to improve service, and responds to requests for service and assistance.
- Follows Town and Department policies and procedures, completes administrative tasks correctly and on-time, supports organization's goals and values, and respects diversity.

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- Follows instructions, responds to management direction, takes responsibilities for own actions, keeps commitments, and completes tasks on time or notifies appropriate person with an alternative plan.
- Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, and share expertise with others.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well on their own and in groups, and uses reason when dealing with emotional topics.
- Speaks clearly and persuasively in all situations, listens to others, keeps emotions under control, writes clearly and informatively, can describe code issues in layman terms, and able to interpret applicable code language.
- Ability to make sound and rationale decisions including exercising independent judgement within established protocols and guidelines.
- Greets people in a professional manner and provides positive customer service to citizens, business owners, property owners, contractors, developers, buildings, petitioners, etc.
- Ability to drive a vehicle
- Must possess a valid Indiana drivers license
- Working knowledge of City/Town government
- Ability to type whether on a computer and ability to learn various software programs
- Ability to create organizational processes such as filing systems
- Ability to lift and carry objects weighing up to 15 lbs.
- Sufficient vision to perform the tasks of the position - normal vision or corrected to normal vision would be sufficient
- Standing: Sufficient ability to stand for long periods of time
- Bending: Sufficient agility to bend and stoop to perform the functions of the job
- Walking: Ability to walk sufficiently to perform the functions of the job
- Ability to climb steep embankments and onto structures as needed and the ability to climb ladders
- Ability to crawl and move around in confined spaces
- Ability to effectively communicate with a variety of people both verbally and in writing - position involves answering the telephone, taking messages, and preparing correspondence
- Sufficient hearing to perform the functions of the job
- Ability to interact effectively with others - position involves responding to complaints, concerns and requests of citizens who may be angry and irate about real or perceived inadequacies of the various departments of the Town - person in this position must respond to these situations in a positive and effective manner working to diffuse the situation and bring the matter to an acceptable resolution
- Ability to handle several projects at the same time
- General knowledge of the operation of general office equipment or the ability to learn how to use the equipment

Other Skills and Abilities: Computer software skills required include the ability to use Microsoft Outlook, Word, Excel, PowerPoint, ESRI ArcView, and generally be adept with computers, tablets, and smartphone and the standard applications. The Town uses the iWorQ permit software. The ability to learn that software and use adeptly will be necessary.

Physical Demands/Work Environment: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands or arms; and talk or hear. The employee is frequently required to stand; and walk. The employee is occasionally required to climb or balance, and stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 25 pounds. The work environment characteristics described here are representative of those an employee in this position encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Occasionally exposed to working near equipment and moving mechanical parts.
- Exposed daily to carrying out duties in outdoor weather conditions.
- Noise levels in the work environment is usually moderate to loud.
- Personal protective equipment is recommended and may be required in certain circumstances.

Certifications: American Institute of Certified Planner (AICP) certification will be viewed favorably but is not required.

Supervisory Responsibilities: This job has no supervisory responsibilities.

The Town of McCordsville is an Equal Opportunity Employer. Position open until filled. Send resumes to Ryan Crum at rcrum@mccordsville.org. No phone calls please.

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