



Kevin Krulik- City Engineer

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Planning and Zoning Director

Education and Experience

An undergraduate degree with coursework in urban planning, landscape architecture, economic development or a related field and moderate experience in municipal planning or equivalent combination of education and experience. An individual that has worked previously as an Assistant Deputy Planning Director or similar role for a quickly growing community is preferred but not required. Looking for a motivated individual that wants to facilitate significant change in a central Indiana community with much potential.

Typical Functions

- Oversees the recruitment, employment, evaluation, and release of staff and contract personnel.
- Supervises all organization and committee staff, either directly or indirectly through department staff
- Develops organization-wide or department-wide goals, objectives, policies and procedures
- Prepares department operations budget
- Ensures that the Executive Branch is kept fully informed on the condition of the department and about any trends, events, or emerging issues of significance
- Report events and activities to Executive Branch, elected and appointed officials
- Represents the department and City on regional/local boards
- Implements General Plan or other planning projects
- Reviews all departmental reports and presentations
- Evaluates planning-related legislation and applicability to department projects
- Evaluates proposals to the city for department's planning consulting services
- Attends substantial number of evening and weekend meetings
- Responsible for various department specific programs
- Oversees Floodplain Management for city
- Acts as Building Official for city

Typical Knowledge

- Considerable knowledge of the theory, principles and techniques of the planning profession and development process
- Considerable knowledge of federal, state and local laws, ordinances and building codes pertaining to a wide variety of planning topics
- Considerable knowledge of principles of personnel management, including supervision, training and performance evaluation
- Considerable knowledge of the methods and techniques of research and analysis

- Considerable knowledge of the principles of budgeting and finance
- Knowledge of real estate terminology, laws, practices, principles, and regulations
- Knowledge of computer applications including Microsoft Office, Internet applications, GIS and department specific programs

Typical Skills

- Effective and persuasive leadership comfortable with all levels of staff, elected officials, public and others
- Proven management skills and ability to manage day-to-day operations
- Strong written and oral communication skills, including the editing, oversight or preparation of technical reports, and the presentation of information to government entities and various committees
- Strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers
- Strong organizational skills
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem-solving and negotiation skills
- Ability to exercise sound and independent judgment within general policy guidelines