

**POSITION DESCRIPTION
CITY OF VALPARAISO, INDIANA**

POSITION: Planning/Transit Director
DEPARTMENT: Planning
WORK SCHEDULE: 8:30 a.m. - 4:30 p.m., M-F
JOB CATEGORY: EXE (Executive)

DATE WRITTEN: March 2018
DATE REVISED:

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Valparaiso provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Planning/Transit Director for the City of Valparaiso Planning Commission, responsible for supervising assigned staff, and directing and managing departmental operations and all current, long-range, and strategic planning activities within the City.

DUTIES:

Oversees Planning and Transit operations, including directing day to day activities.

Supervises assigned staff, including, but not limited to, analyzing workload of staff; reviewing position documentation; interviewing candidates and making hiring decisions; providing orientation and training; planning, delegating, and controlling work assignments; establishing work goals; determining significant changes in responsibilities; evaluating performance; reviewing salaries; recommending personnel actions; maintaining discipline and recommending corrective action; and communicating and administering personnel programs and procedures.

Responds to citizen inquiries regarding planning and zoning issues, serving as primary contact for new and existing development proposals, maintaining public relations for department, and attending civic and neighborhood meetings.

Serves as Chief Staff person to Plan Commission and Board of Zoning Appeals, including issuing approval of Building and Zoning Clearance permits for projects, and reviewing and approving building and site plans.

Drafts and administers planning related ordinances and resolutions, ensuring compliance with City's comprehensive plans, updating, revising, and maintaining City Unified Development Ordinance and map, and drafting fiscal and other related plans for annexation.

Attends various community board and commission meetings, including Plan Commissioner, Redevelopment Commission, Regional MPO, City development meetings, participating in partnerships related to City's development, and serving as chief information officer for City planning and zoning related matters.

Oversees hired consultants for City planning projects.

Provides recommendation and over site to Assistant Planner on Transit decisions.

Provides expert legal testimony as required.

Performs duties of other staff in their absence or as needed.

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I. JOB REQUIREMENTS:

Baccalaureate Degree in Planning, Public Administration, Sociology, Community Development, or related area.

Must be at least 21 years of age.

Ability to obtain and maintain AICP certification within two years of employment.

Ability to meet all employer hiring requirements, including passage of a drug test.

Thorough knowledge of and ability to administer planning programs following legal codes, ordinances, manuals, and state and federal guidelines and standardized accounting procedures and compliance regulations.

Thorough knowledge of planning issues including historic preservation, rehabilitation, transportation, and environmental.

Thorough knowledge of financial programs including taxes, grants, loans and budgets.

Ability to supervise assigned staff, including, analyzing workload of staff; reviewing position documentation; interviewing candidates and making hiring decisions; providing orientation and training; planning, delegating, and controlling work assignments; establishing work goals; determining significant changes in responsibilities; evaluating performance; reviewing salaries; recommending personnel actions; maintaining discipline and recommending corrective action; and communicating and administering personnel programs and procedures.

Ability to operate standard office equipment including computer, calculator, copier, scanner, telephones, and fax machine.

Ability to coordinate, place, make determinations, take action based on data analysis and figure department budgets through calculations and assessments.

Ability to read and analyze laws, regulations, and legislation that affect the City's future.

Ability to effectively communicate orally and in writing with co-workers, other City departments, Northwestern Regional Plan Commission, Redevelopment Commission, Indiana Planning Association, American Planning Association, regulating and funding agencies, consultants, developers, Indiana Transit Association, Federal Transit Authority, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to plan and layout assigned work projects, read and interpret detailed prints, specifications, property legal descriptions, plats, maps and aerial photography.

Ability to conduct on-site inspections to determine compliance with local codes and requirements.

Ability to prepare and make public speaking presentations.

Ability to work alone with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to provide expert legal testimony as required.

Ability to respond to emergencies on a 24-hr basis.

Ability to regularly work extended and/or evening hours and occasionally travel out of town for conferences/seminars, sometimes overnight.

Possession of a valid Indiana driver's license, and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope, involving many complex variables and considerations. Incumbent exercises independent judgment in managing all Planning and Transit department operations, applying zoning codes to individual cases, and in considering the impact of alternative solutions on future developments.

III. RESPONSIBILITY:

Incumbent applies practical and theoretical principles to various situations in developing and accomplishing department goals and objectives. Incumbent receives limited administrative direction from Plan Commission and BZA, operating with broad discretion and discussing

unprecedented situations with supervisors as needed. Incumbent's decisions and work are reviewed primarily for soundness of judgment, compliance with legal requirements, and attainment of objectives. Errors in work could result in litigation to City.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, Northwestern Regional Plan Commission, Redevelopment Commission, Indiana Planning Association, American Planning Association, regulating and funding agencies, consultants, developers, Indiana Transit Association, Federal Transit Authority, and the public, for purposes of exchanging information, explaining/interpreting policies and procedures, rendering service, and supervising staff.

Incumbent reports directly to the Mayor and/or City Administrator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties both in a standard office environment and in the field, involving sitting/walking at will, standing/walking for long periods, handling/grasping objects, lifting/carrying objects weighing under 50 pounds, fingering objects, pushing/pulling objects, bending, reaching, keyboarding, crouching/kneeling, hearing sounds/communication, speaking clearly, color perception, close vision, far vision, and depth perception.

Incumbent responds to emergencies on a 24-hr basis and regularly works extended hours, weekends and evenings. Occasionally incumbent travels out of town for meetings and conferences, sometimes overnight.

VI. OTHER:

The Planning/Transit Director's position is an appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. The Planning/Transit Director position performs the duties of the Mayor in his/her absence. A person appointed to the Planning Director's position serves at the pleasure of the Mayor, works exclusively for the Mayor, and may be terminated by the Mayor at any time.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Planning/Transit Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name