



TOWN OF CHANDLER, INDIANA

Executive Director of Planning & Zoning / Environmental Dept. Manager

Position:	Executive Director of Planning & Zoning / Environmental Dept. Manager
Department:	Planning & Storm Water
Work Schedule:	8:00 a.m. – 4:00 p.m., M-F (full-time)
Job Category:	Executive (FLSA 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 Town of Chandler 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.

The successful applicant will serve as Executive Director of Planning & Zoning / Manager of Municipal Separate Storm Sewer for the Town of Chandler, Indiana, responsible for supervising planning and zoning activities; managing the municipal separate storm sewer; and assisting with all current, long-range, and strategic planning activities within the Town.

Duties

- Supervise and manage the general administration of the planning department.
- Function as executive director of code enforcement and the Advisory Plan Commission.
- Serve as manager of the environmental department overseeing the Municipal Separate Storm Sewer System (MS4).

- Prepare reviews of petitions for consideration by the Advisory Plan Commission (APC) and the Board of Zoning Appeals (BZA) and advise such bodies during their public meetings.
- Review land development/subdivision proposals as needed to ensure compliance with land use ordinances, including conducting on-site inspections, issuing permits for projects, and reviewing and approving building and site plans.
- Represents the APC at various meetings such as Town Council meetings, explaining policies, procedures, objectives, and action on specific cases.
- Keep records of the planning department and be responsible for the custody and preservation of all papers and documents of the planning department.
- Manage the overall Municipal Separate Storm Sewer System (MS4) ensuring MS4s comply with permit requirements as identified in applicable regulations, laws and rules.
- Conduct inspections of MS4 owned and/or operated facilities, perform audits of minimum control measures required by the permit, review storm water quality management plans and storm water pollution prevention plans.
- Manage the Storm Water Illicit Discharge Detection and Elimination Ordinance of the Town of Chandler, Indiana, including the planning, development, analysis, coordination, implementation, administration, and enforcement of water quality control programs in compliance with established federal and state regulatory standards and permit requirements.
- Respond 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.
- Evaluate the potential environmental impact of new construction projects on the current stormwater system.
- Attend various community board and commission meetings, including APC, Regional MPO, Town development meetings, participating in partnerships related to the Town's development, and serving as chief information officer for Town planning and zoning related matters.
- Explain environmental regulations, municipal codes, ordinances, pollution prevention plans and policies to agencies, private businesses, industrial site managers, agents of schools, and the public related to pollution prevention.

- Oversee hired consultants for Town planning projects.
- Perform duties of other staff in their absence or as needed.
- Perform duties of other staff as needed.

Experience, Education, and Requirements

- Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be three years of experiences in related fields and/or a bachelor's degree an accredited college or university with a major in environmental or civil engineering, chemistry, environmental sciences, or closely related field.
- Strong preference will be given to applicants with construction background.
- 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.
- Ability to operate standard office equipment including computer, calculator, copier, scanner, telephones, and fax machine.
- Ability to coordinate, place, make determinations, act based on data analysis and figure department budgets through calculations and assessments.
- Ability to read and analyze laws, regulations, and legislation that affect the Town's future.
- Ability to effectively communicate orally and in writing with co-workers, other Town departments, the Town Council, County officials, regulating and funding agencies, consultants, developers, 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 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.
- Must be at least 21 years of age.

Difficulty of Work

The position's duties are broad in scope, involving many complex variables and considerations. The successful applicant will exercise independent judgment in managing all planning and environmental department operations, applying zoning codes to individual cases, and in considering the impact of alternative solutions on future developments.

Responsibility

The successful applicant must apply practical and theoretical principles to various situations in developing and accomplishing department goals and objectives. They will receive limited administrative direction from the Town Council, Plan Commission, and BZA, operating with broad discretion and discussing unprecedented situations with supervisors as needed. The successful applicant'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 the Town.

Personal Work Relationships

The successful applicant will maintain frequent contact with co-workers, other Town departments, the Advisory Plan Commission, County officials, regulating and funding agencies, consultants, developers, and the public, for purposes of exchanging information, explaining/interpreting policies and procedures, rendering service, and supervising staff. This position reports directly to the Town Council.

Physical Effort and Work Environment

This position will require performance of 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.

This position will occasionally require responses to emergencies on a 24-hr basis and extended hours, weekends, and evenings. Occasionally this position requires travel out of town for meetings and conferences, sometimes overnight.

Other

The Executive Director of Planning & Zoning / Environmental Dept. Manager position is an appointive position of the Town Council. Specific job duties and job requirements are established at the discretion of the Town Council. A person appointed to this position serves at the pleasure of the Town Council, works exclusively for the Town Council, and may be terminated by the Town Council at any time.

Qualified applicants can email resumes to council@townofchandler.org.