

**ECONOMIC DEVELOPMENT AND PLANNING DIRECTOR****Description:**

We are searching for a highly motivated, innovative, service-minded, individual to fill the role of Economic Development and Planning Director. The successful candidate will possess outstanding communication skills, the ability to manage projects and processes, an understanding of the importance of customer service and the ability to form a partnership with team members.

Job Classification: This is a mayoral appointment position, full-time/exempt with a competitive wage and benefit package.

Key Responsibilities:

- Administer all aspects of the Unified Development Ordinance, Comprehensive Plan, City and Jurisdictional Area Zoning Maps and all other related ordinances, plans and resolutions.
- Prepare and manage annual Planning department budget
- Research and present proposals for overall planning needs
- Conduct and/or oversee annexation studies
- Supervision of permitting assistant
- Assist with tax abatements and bond proceedings
- Serve as secretary to plan commission, BZA and other boards, as assigned

Education: Urban Planning Degree preferred, but not required

Experience: Planning and permitting experience and knowledge of regulations affecting development preferred, leadership and project management experience helpful.

Requirements:

- A valid Indiana Driver's License and driving background check is required.
- Must submit to a criminal background history check and pass a drug screen.
- Proven ability to establish and maintain effective working relationships with business associates, employees, and the public.
- Proficient in computer applications, such as Outlook, Word, and Excel

To apply for consideration, submit your cover letter, resume and at least three professional references to hr@angolain.org. Please direct any questions about the position to Human Resources at: 260/624-2696.

Resumes will be accepted until the position is filled.