



## Job Description – Planning Administrator

Location:	Whitestown, IN
Regular/Temporary:	Regular
Full/Part Time:	Full Time
Reports to:	Director of Development Services
Wage (Hourly/Salary):	NTE; \$2,695 bi-weekly

### Job Purpose:

Planning Administrator position performs and manages complex and sensitive professional planning projects, research and analysis. This position also acts as staff for the Whitestown Plan Commission, and Board of Zoning Appeals. The Planning Administrator is vital to building relations between citizens, developers, the business community, and town staff. This position will perform administrative and technical duties in support of maintaining the health and safety of the residents, and protect the appearance and value of our homes, businesses, and town.

### Essential Duties and Responsibilities:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates planning and zoning activities between private developers and Town departments in the project review process
- Serves as liaison and performs all necessary functions in support of Planning Commission and Board of Zoning Appeals and develops planning reports
- Reviews development plans for conformance with codes, plans, commitments, and regulations
- Evaluates rezonings, ordinance amendments, and variances
- Consults with and advises Director of Development Services on issues relating to various ordinance and plan interpretations
- Advises the Director of Development Services, Administration, Board of Zoning Appeals, Plan Commission, and Town Council on planning, zoning, and development-related matters
- Assists Director of Development Services in the formulation of new policies in response to Council, Plan Commission, or Board of Zoning Appeals direction
- Collects a variety of statistical data, prepares reports and maps on topics such as census information, land use, and growth rates
- Provides public information and receives community input

- Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
- May be required to attend evening meetings
- Assist with filing and organization of planning documents and public submittals

**Education, Knowledge, and Skills:**

- Planning Administrator position requires a degree in urban planning, public policy, or a related area of study
- Minimum of 5 years of professional planning experience or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position
- AICP Certification is preferred
- Advanced knowledge of the philosophies, principals, practices, and techniques of planning
- Knowledge of effective writing techniques, principles and practices of research, and data collection
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Organizational skills and able to manage information in a timely and accurate manner
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Evidence of strong customer service skills, reflecting a high degree of tact, tolerance, and respect when dealing with the public at large
- Knowledge of current technology and software applications (including Microsoft Office suite and ArcGIS) appropriate to the assigned responsibilities
- Ability to withstand pressure of competing priorities and varied responsibilities, while working efficiently and effectively to produce positive resolutions
- Ability to manage and conduct in-person and virtual public participation activities, meetings, and hearings

**Physical Demands/Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent must be able to:

- Work is performed in a standard office environment
- Frequently stand/walk, sit, perform desk-based computer tasks, and use a telephone
- Work some evenings and weekends
- Deal with the public in a calm, constructive, and reasonable manner
- Read and analyze documents and use a computer
- Lift a maximum of 25 pounds

Please send applications and resumes to Todd Barker at [tbarker@whitestown.in.gov](mailto:tbarker@whitestown.in.gov)