

**POSITION DESCRIPTION
CITY OF VALPARAISO, INDIANA**

POSITION: Assistant Planner/Planning
DEPARTMENT: Planning
WORK SCHEDULE: 8:30 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: March 2018

STATUS: Full-time

DATE REVISED:

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 Assistant Planner/Planning for the City of Valparaiso, responsible for assisting the Planning/Transit Director with various research projects and development plans.

DUTIES:

Assists Planning/Transit Director with various research projects and development plans.

Coordinates the review and issuance of building permits, including reviewing submitted permits, assisting the public in completing permit applications, and entering permit information into computer.

Reviews construction and site plans for compliance with state and local codes and zoning ordinances, approving or rejecting plans as appropriate.

Approves building permits, conducts inspections for building permits, and conducts zoning enforcement activities as necessary. Performs site visits to resolve issues on building requirements and zoning.

Maintains communication with the public, including researching and answering questions pertaining to planning and zoning issues. Facilitates discussion between neighborhood associations and interest groups.

Maintains communication with other department staff members and other City departments regarding building permit and zoning issues.

Serves as liaison to the Zoning Board, Redevelopment Board, and Historic Preservation Board, including transcribing minutes, maintaining meeting agendas, documenting appeals and authorizations, and presenting information in meetings.

Performs a variety of administrative duties for the Community Development Corporation and provides assistance to the Valparaiso Historic Preservation Commission.

Administers grants for departmental activities, including preparing reports in a timely fashion.

Assists with maintenance and development of the Planning Department website and other social media sites.

Performs related duties as assigned by the Planning/Transit Director, Building Commissioner or City Administrator.

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

I. JOB REQUIREMENTS:

Baccalaureate Degree in Planning, Community Development, or Public Administration, and a minimum of one (1) to two (2) years in municipal planning or related experience.

Must be at least 21 years of age.

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

Working knowledge of budgeting and grant writing standards and procedures, and ability to prepare reports and administer grants.

Knowledge of and ability to read and understand Indiana Code, municipal and planning ordinances, and related laws and regulations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare written reports and documents.

Working knowledge of the principles and practices of planning, and ability to understand and interpret legal descriptions, City maps, topography maps, and detailed blueprints.

Working knowledge of department computer applications, including Microsoft Office, Adobe, and GIS programs.

Ability to provide public access to or to maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other City departments, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods 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 operate standard office equipment, such as computer, copier, scanner, telephone and fax machine.

Ability to collect and analyze various forms of data, and to compile summaries or reports for various planning projects and objectives.

Ability to plan and visually layout assigned projects.

Ability to occasionally work extended hours, evenings, and travel out of town for meetings and conferences, sometimes overnight.

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

II. DIFFICULTY OF WORK:

Incumbent uses a wide variety of rules, laws and standardized knowledge in performance of various operations and projects for the department. Independent judgment is required in adapting various rules, regulations, and customary practices of department to perform a wide variety of planning and development tasks.

III. RESPONSIBILITY:

Incumbent performs duties according to customary practices of the department and general instructions from supervisor. Work product is reviewed for soundness of judgment and compliance with department policies and procedures

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments, and the public for the purpose of explaining and interpreting policies and procedures.

Incumbent reports directly to Planning/Transit Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving keyboarding, lifting/carrying objects weighing less than 25 pounds, handling/grasping objects, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to inclement weather when conducting inspections for building permits.

Incumbent is occasionally required to work extended hours, evenings, and travel out of town for meetings and conferences, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Assistant Planner/Planning 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/Type name