

Assistant or Associate Planner – City of Valparaiso, IN

The City of Valparaiso, Indiana seeks qualified candidates for the position of Assistant or Associate Planner. The position reports to the Director of Planning & Transit and fulfills a range of roles within the department. Major responsibilities include development and zoning reviews and permitting; assisting residents and property owners with planning and development matters; providing support for Board of Zoning Appeals, Plan Commission, Creative Council, Historic Preservation Commission, and others; managing regular updates of the Unified Development Ordinance and Comprehensive Plan; support for special planning initiatives like annexations, area plans, grant programs, and studies; coordinating outdoor dining program for downtown businesses; and general planning and zoning research.

Assistant Planner candidates must have a degree in Planning or associated field and at least one year of professional experience. Associate Planner candidates must have either a bachelor's degree in Planning or an associated field and at least four years professional experience or a master's degree and at least two years professional experience. However, candidates with a combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered.

Preferred candidates will demonstrate strong project management, time management, and problem-solving skills. Experience in software applications including Microsoft Office Suite, SketchUp, Adobe Creative Suite, and ESRI ArcGIS is highly desired. Applicants should be able to effectively speak and present before large public groups; have a sound understanding of planning, urban design, historic preservation, and economic development principles; possess well-developed customer service skills; and be able to maintain professional working relationships with colleagues, contractors, developers, and the general public. Candidates must have a valid driver's license and the ability to attend two or more evening meetings each month.

The target salary range for the positions is \$45,000-\$65,000 depending on experience. The City of Valparaiso offers a comprehensive benefit plan which includes medical, dental, short-term disability, long term disability, life insurance, EAP and clinic access.