

**POSITION DESCRIPTION  
CITY OF VALPARAISO, INDIANA**

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

**DATE WRITTEN:** February 2022

**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 Associate Planner for the City of Valparaiso, responsible for managing day-to-day departmental operations under the supervision of the Director of Planning & Transit.

**DUTIES:**

Supervises and directs assigned personnel, including planning/delegating/controlling work assignments, establishing specific work goals, and evaluating performance results.

Assists in conducting Valparaiso Plan Commission, Board of Zoning Appeals, Historic Preservation Commission, and related public meetings and hearings, including preparing various meeting materials.

Reviews and evaluates various development applications such as plats, building permits, site plans, variance requests, rezonings, and zoning clearances. Reviews development proposals and site plans for compliance with applicable codes, plans, and regulations.

Interprets applicable state, county, and local codes, ordinances, and regulations to development proposals and site plans. Writes or assists in writing various ordinances and regulations relating to development controls.

Conducts extensive research in project areas, including collecting statistical data and preparing reports and maps on topics such as census information, land use, tax base data, and occupancy rates.

Coordinates staff technical review of public and private development projects, including conducting field evaluations and assessments.

Prepares and presents formal and technical reports, papers, and correspondence.

Maintains communication with the public, including researching and answering questions pertaining to planning and zoning issues, resolving citizen and developer disputes, and providing information regarding development regulations. 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.

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:**

Master's degree with two years of experience in the planning profession or a bachelor's degree and four years of professional planning experience.

Must be at least 21 years of age.

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

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

Practical knowledge of one or more planning specializations, such as land use planning/zoning, transportation planning, environmental planning, urban design, housing, historic preservation, or economic development.

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

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

Working knowledge of computer programs and applications, including Microsoft Office, Internet applications, econometric or transportation modeling, database management, GIS programs and applications, and graphics programs such as Adobe Creative Suite.

Ability to supervise and direct assigned personnel, including planning/delegating/controlling work assignments, establishing specific work goals, and evaluating performance results.

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 plan and design assigned work projects, read and interpret detailed prints, specifications, property legal descriptions, plats, maps and aerial photography.

Ability to prepare detailed reports, such as technical reports or development assessments.

Ability to prepare public speaking presentations, fund raisers, and special events.

Ability to perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating.

Ability to analyze/compile/collate/evaluate data, make data driven decisions, and fabricate data to discover facts or develop concepts.

Ability to regularly attend evening and weekend meetings and occasionally work extended hours and 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 performs a broad range of duties involving a variety of rules, laws and standardized knowledge in performance of various operations and projects for the department. Independent judgment is required in interpreting and adapting various rules, regulations, and customary practices of department to perform a wide variety of planning and development tasks.

## **III. RESPONSIBILITY:**

Incumbent uses customary departmental practices, policies and procedures to apply to specific situations and tasks. Work product is subject to supervisory review upon completion and is assessed according to attainment of desired results, soundness of judgment and general conformity with departmental standards and policies.

## **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 Director of Planning & Transit.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

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

Incumbent regularly attends evening and weekend meetings and occasionally works extended hours and evenings, and travels out of town for meetings and conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Associate Planner 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