



Town of Ellettsville

Department of Planning & Development

Planning Director Town of Ellettsville

Position Summary

Manages and oversees daily operations of the department, and applies, interprets, and enforces the Town's zoning code and development related codes and ordinances. Represents the department and makes recommendations at various boards, commissions, and committee meetings, as necessary. Coordinates with local and regional public agencies on long range, transportation, and policy related items. Responsible development of plans, studies, and regulations necessary to implement goals and policies of the Town. Implements the recommendations in the Comprehensive Plan. Responsible for the department's distribution of demographic, land use, and other long range planning related information.

A full position description is available at www.ellettsville.in.us.

Qualifications

- Minimum knowledge equivalent to a master's degree in planning or related field.
- Minimum experience equivalent to five years.
- Membership in American Institute of Certified Planners (AICP) or ability to obtain within two (2) years preferred.
- Experience with GIS preferred.
- Ability to give presentations, speak publicly, and facilitate meetings is required.
- Ability to address and resolve contentious issues in a professional manner.
- Ability to effectively communicate orally and in writing with co-workers, other Town departments, Town Officials, and the public.
- Must possess a valid driver's license.

Any person wishing to apply for this position may do so in person at the Ellettsville Town Hall, located at 1150 W. Guy McCown Drive, or electronically to clerktreasurer@ellettsville.in.us. Applications are available at www.ellettsville.in.us. Applications and resumes must be received no later than 4:00 PM on June 3rd to be considered for employment. Resumes may not be used in place of an application.

AN EQUAL OPPORTUNITY EMPLOYER

The Town of Ellettsville does not discriminate on the basis of race, color, sex, ancestry, marital status, sexual orientation, national origin, religion, age, or disability.