



JOB POSTING

Planner

The City of Angola is seeking a knowledgeable, experienced individual to provide support in the Economic Development and Planning Department. This is a full-time (37.5 hours/week) position with a focus on plan review, subdivision and platting review, comprehensive planning, and implementation. Additional duties will include, but not limited to; Main Street/Downtown Revitalization, Neighborhood Development, Trails Planning, and Grant Writing.

Applicant Qualifications

- Bachelor's degree in urban planning, land use planning, political science, public and environmental affairs, or related field with three (3) years of relevant experience OR any combination of education, training and experience that provides the necessary knowledge, skills, and abilities.
- Possess a valid driver's license and the ability to maintain insurability
- Possess an acceptable level of verbal and written skills to successfully execute the essential duties and functions of the job
- Ability to exercise good judgement, possess problem solving skills and the capacity to prioritize and work with frequent change of tasks
- Ability to serve the public and provide excellent customer service
- Proficient computer skills and keyboarding, and the ability to learn and master software systems

Wage and Benefits

- Wage Range - \$23.87 – 30.77 per hour, non-exempt (2023 salary ordinance)
- Medical, dental and vision plans
- Life Insurance
- IN Public Employees Retirement (PERF covered position)
- Paid vacation, personal and sick time

Application Process

Employment Applications are available at the Angola Police Department, 202 W. Gilmore St., Angola, IN 46703, any day of the week, 7:00am – 7:00pm OR email hr@angolain.org to request an application via email.

Applicants must submit a completed Employment Application along with a resume and cover letter on or before noon on Wednesday, November 30, 2022.

Submit your completed application along with the requested documents by U.S. Mail to: Human Resources – City of Angola, 210 N. Public Square, Angola, IN 46703 OR in person to the Human Resources office at 210 N. Public Square, Angola, IN OR email to: hr@angolain.org OR fax to: 260/572-2287.

Direct any questions to: hr@angolain.org