POSITION DESCRIPTION CITY OF NOBLESVILLE, INDIANA

POSITION: Senior Planner

DEPARTMENT: Planning and Development

WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F (regular night meetings)
JOB CATEGORY: PAT (Professional, Administrative, Technological)

Date Written: January 1998 STATUS: Full-Time
Date Revised: August 2022 FLSA STATUS: Non-exempt

The City of Noblesville, Indiana, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Incumbent serves as Senior Planner for the Department of Planning and Development, responsible for administering, enforcing and educating the public, city officials (both elected and appointed) and private developers regarding the Noblesville Unified Development Ordinance, the Noblesville City Code, and all city policies regarding zoning and development within the community.

ESSENTIAL JOB FUNCTIONS:

Administers City zoning code and unified development codes, including responding to inquiries, reviewing subdivision plats and site plans, inspecting sites, interpreting and explaining codes, maintaining Land Use inventory, preparing and filing legal documents and creating and posting public hearing notices. Recommends updates to the Unified Development Ordinance as needed.

Evaluates development proposals for conformance with ordinances, codes and policies of local, state, and federal government, including studying documentation for compliance with the comprehensive plan, communicating with applicants, resolving problems, and making formal recommendations for approval/denial to Planning Commission. Regularly follows the development proposals through the full planning process including presentations to Plan Commission, Common Council, and Board of Works.

Provides administrative support to Noblesville Plan Commission, including attending and recording monthly meetings, preparing and distributing agendas and staff reports, minutes and other materials, making presentations, answering questions, and reporting action on specific projects/cases.

Provides administrative support to Architectural Review Board, including attending and recording monthly meetings, preparing and distributing agendas and staff reports, minutes and other materials, making presentations, answering questions, and reporting action on specific projects/cases.

Assists Associate Planners in evaluating land use proposals, reviews recommendations and reports.

Maintains current knowledge of planning trends and activities in other communities by reading professional publications and periodically attending conferences/seminars.

Coordinates updates to the City's Geographic Information System (GIS) maps for rezoning and annexations.

Manages department database for collecting, presenting, tracking, and analyzing permit, inspection, zoning, and public hearing information. Monitors/updates City webpage regarding department information.

Assists office visitors and callers as needed, receiving inquiries, researching records and policies, and providing information.

Assists in completing various special projects as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs related duties as assigned.

I. <u>JOB REQUIREMENTS:</u>

Minimum of a Bachelor Degree from an accredited college or university in Planning, Public and Environmental Affairs, Land Studies or a closely related field and a minimum of three years of progressively responsible work experience in planning. A master's degree and experience in administration of zoning regulations is preferred.

Thorough knowledge of and ability to make practical application of state and local ordinances regarding zoning, subdivision control, drainage/flood control, public environmental nuisances and land development.

Thorough knowledge of City topography, including roads, subdivisions and drainage, and the ability to read and interpret detailed prints, specifications, property legal descriptions, plat maps and aerials.

Ability to effectively communicate orally and in writing with co-workers, other city departments, related county departments, BZA, Plan Commission, Architectural Review Board, City Council, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to maintain accurate records, prepare detailed reports, and properly operate office equipment, including computer, printer, calculator, copier, cameras, and telephone.

Ability to operate department technology and various computer programs. Working knowledge of Microsoft Office Programs, such as Word, Excel, Outlook, Teams, and SharePoint.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment.

Ability to supervise the administration of the City ordinances and codes, directing the investigation of complaints by city personnel, reviewing findings, and initiating appropriate action for non-compliance.

Ability to provide expert testimony in legal proceedings.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work alone with minimum supervision, often under time pressure.

Ability to regularly work extended, weekend and/or evening hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

II. <u>RESPONSIBILITY:</u>

Broad policies and/or general objectives guide incumbent's assignments. Establishes minor administrative unit/departmental policies, procedures, and performance standards. Refer to Director when interpretations of departmental policies, programs, and procedures, are thought necessary. Has a high degree of flexibility in the job with almost total autonomy in advising the Board of Zoning Appeals and Plan Commission. Incumbent's decisions have considerable impact on developers and property owners and are restricted by only the broadest policy and /or guidance from Director. Decisions are primarily reviewed for technical accuracy, soundness of judgement, effect on Department goals/ objectives, and compliance with legal requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other city departments, BZA Plan Commission, related county departments, and the public for purposes of exchanging and explaining information, interpreting and enforcing ordinances, and resolving code violations.

Incumbent reports directly to Development Services Manager.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in an office environment, in a vehicle and outdoors, involving driving to/from various sites, sitting and walking at will, lifting/carrying objects weighing under 25 pounds, hearing sounds/communication, close/far vision, and handling/grasping/fingering objects. Incumbent regularly works extended, weekend and/or evening hours.