

## TOWN OF ST. JOHN EMPLOYMENT OPPORTUNITY

**POSITION:** Director of Building and Planning

**FLSA:** Exempt

**TIME POSTED:** Until Position Filed but not less than 5 business days.

**SALARY:** Depending on Experience and Qualifications

The Town of St. John, Indiana, is seeking a highly qualified individual to serve in the position of Director of Building and Planning. St. John is one of the fastest growing communities in Indiana with a population of about 22,000 residents, an award winning school district and is one of the highest per capita incomes in Northwest Indiana. Only a short drive or train ride to Chicago, St. John is an ideal location for development now and in the future.

We are a very busy community seeking out an exceptional, seasoned and energetic professional candidate that can meet the potential of this opportunity.

### Essential Functions and Duties:

- Work closely with, and under the direction of, the Town Manager to develop strategies for improving community and economic initiatives to enhance and improve the Town's quality of life; act as a link between the community and range of other local, and regional authorities, *i.e.* HOAs, POAs, MPO, NGOs, EDOs, Businesses, and Education Systems, to preserve and establish neighborhoods and community cohesion.
- Manages and supervises planning operations and various development projects, as directed, to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides Leadership and Direction in development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates Department activities with other Departments and/or Agencies, as needed.
- Provides Professional Planning and Land Use advice to developers and Town Officials; makes private and public presentations to Boards, Commissions, Civic Groups and the general public.
- Administers and directs all petitions for Subdivision, Zone Change(s), Variances and the like.
- Review of private and municipal projects to ensure or establish compliance with all Town of St. John Ordinances, Building Codes and the like.

- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; works closely with the Clerk-Treasurer to monitor revenues and expenditures, sureties, and grants in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Must attend all meetings of the St. John Plan Commission, Board of Zoning Appeals, Contractors' Board, Economic Development Committee, and other meetings as requested and required by the Town Manager.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Collaborates with the MS4 Coordinator/Public Improvement Inspectors to evaluate environmental information and recommendations to mitigate measures to reverse adverse impacts on the environment and programs/process which support the MS4 program.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building and development issues.
- Directs, Approves and Administers the Building Department permit process; and ensures the maintenance of accurate records relating to building permits, licenses, maps, blueprints, overlays and other pertinent planning and development programs and projects.
- Serves when directed by the Town Manager, as a member of a Planning Task Force composed of Town, County or State agencies.
- Recommends the initiation of abatement proceedings when appropriate in conjunction with the Town Manager, Building Commissioner and Code Enforcement.
- Evaluates land use proposals to insure compliance with applicable Town, State or Federal laws. Approves developmental permits, sign permits, minor land development proposals and all other permits that are required, within the scope of authority and responsibility.
- Researches, prepares or assists with writing grant application components relating to Economic Development, Municipal Projects or Building and Planning matters.

- Develops and maintains computer database information for planning purposes in conjunction with the I.T. Director.
- Negotiates, coordinates and manages consultant contracts with the Town Manager.
- Attends professional development workshops and conferences to keep updated of all trends and developments in the field of Municipal Planning and Economic Development.

**Desired Qualifications:**

A Bachelor's Degree in Public Administration, Land Use Planning, Urban Planning, Landscape Architecture or closely related field is desired, Master's Degree preferred. Five years of experience in municipal or land use planning is desired. The equivalent combination of experience and training may be considered. AICP professional certification is preferred.

Send cover letter and resume/statement of qualifications to [jwiszowaty@stjohnin.gov](mailto:jwiszowaty@stjohnin.gov) or Town of St. John, Attention Town Manager Joseph Wiszowaty, 10955 W. 93<sup>rd</sup> Avenue, St. John, IN 46373. Open until filled.