

Job Title: Associate Planner
Department: Planning & Zoning Department
Reports to: Planning Director
FLSA Status: Nonexempt
Salary: \$46,696.00 with a 3-year progression
Benefits: Health, dental, vision, life, PTO, clothing allowance, EAP, longevity pay, and retirement benefits
Posting Date: 09/09/2024
Expiration Date: 09/23/2024

Job Summary:

The Associate Planner performs technical work that assists in providing current planning services as well as administrative support for the Clarksville Planning and Zoning Department. Under the supervision of the Planning Director, this position will work closely with members of the public regarding land use and development regulations, and perform routine administrative functions related to the Technical Review Committee, Board of Zoning Appeals, and Plan Commission. In certain situations, this position may be required to coordinate with other staff members on the preparation or implementation of long-range plans.

Essential Duties and Responsibilities and all other duties as assigned:

- Interact with the public, petitioners, and their representatives concerning zoning regulations and developments through the fielding of phone calls, emails and in-person meetings.
- Review accessory structure, sign, temporary event, as well as various other applications for conformance with the Comprehensive Plan, Zoning Ordinance, and other Town documents.
- Oversee the docket files and electronic tracking system for Technical Review Committee, Board of Zoning Appeals, and Plan Commission:
 - Coordinate with applicants to ensure proper documentation is received, processed, properly filed, and distributed.
 - Create and maintain the docket file throughout the planning review and approval process online.
 - Assist applicant in satisfying public notice requirements related to items for the Board of Zoning Appeals and Plan Commission. This may include site visits.
 - Create and update application records in the Town's online permitting system.

- Oversee the administration of the Technical Review Committee:
 - Coordinate with attendees on scheduling and submissions.
 - Maintain and distribute agendas and documentation to committee members.
 - Take minutes during the meeting.
 - Collect and organize member comments and distribute to attendees.
 - Ensure proper filing and organization of all TRC materials.
 - As needed, assist with the completion of staff reports of for the Plan Commission and/or Board of Zoning Appeals.
 - Assemble staff reports and other information for Technical Review Committee, Board of Zoning Appeals, and Plan Commission.
 - Attend, as needed, public meetings including but not limited to the Board of Zoning Appeals and Plan Commission.
 - Help to identify ways to improve departmental efficiency.
 - Perform minor GIS tasks to aid in both current and long-range planning.
 - Coordinate with other Town departments on various projects for Clarksville to ensure proper filing and organization of all relevant materials and documents.
 - Conduct research or prepare information as needed for current and long-range planning.
- Performs other duties as assigned by the Planning Director

Supervisory Responsibilities: This job does not have supervisory responsibilities.

Qualifications, Education, and/or Experience:

- Ability to provide outstanding service to members of the public, potential developers, consultants working with the Town, and others as needed.
- Ability to accurately read, interpret, and make practical application of land use documents, including legal descriptions, deeds, site drawings, aerial photos, and maps; state law; local ordinances; and department policies and procedures regarding land use regulations and planning.
- Proficient knowledge of standard computer programs including but not limited to Microsoft Office Suite.
- Experience using GIS software, specifically the ArcGIS platform version 10.0 or higher.
- Ability to plan, prioritize, and coordinate multiple short- and long-range projects.
- Capability to multi-task and complete assignments effectively amidst frequent disruptions.
- Ability to work alone and with others in a team environment with minimum supervision, and maintain appropriate, respectful interrelationships with coworkers.
- Competence to understand and follow written and oral instructions and directions, and appropriately respond to constructive criticism.

- Skill to effectively communicate in oral and written form on all matters relating to the planning process.
- Ability to provide public access to or to maintain the confidentiality of department information and records, according to state requirements.
- Requires either a Master's degree in Urban Planning, Geography, Public Administration, Transportation, Environmental Policy, Architectural Studies, or related discipline preferably including some work or internship experience with transferable skills; or a Bachelor's degree in planning or related discipline with a minimum of 1 - 3 years of experience in planning; or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
- Possess a valid driver's license and the ability to pass a drug screening, background check, and driving record.

Competencies:

- Adaptability
- Strong morals and ethics
- Organizational support
- Communication and Professionalism

Physical Demands:

- Ability to lift 25 pounds without an assistive device (files, boxes of supporting materials, etc.)
- Ability to sit for long periods of time

Work Environment:

- Environment: This job is in an office environment.
- Location: 2000 Broadway, Suite 234, Clarksville, IN 47129
- Hours: Monday through Friday 8:30 a.m. – 4:30 p.m.
Will occasionally work extended hours, as required.

Town of Clarksville is an Equal Opportunity Employer and a Drug-Free Workplace.

Applications can be obtained from our website at www.townofclarksville.com or through the Human Resources Department. The submission deadline is September 22, 2024 and should be submitted to the following address or email.

Amy Schoenbachler
Human Resources Director
Town of Clarksville
2000 Broadway, Suite 206
AmyS@townofclarksville.com