



# MICHIGAN CITY, INDIANA

Human Resource Department ~ 219.873.1427 ~ e-mail: [tgeorge@emichigancity.com](mailto:tgeorge@emichigancity.com)

January 13, 2025

## NOTICE OF JOB OPENING

The City of Michigan City is currently seeking applicants for the listed position:

<b>DEPARTMENT:</b>	PLANNING & INSPECTION DEPARTMENT
<b>POSITION:</b>	PLANNING DIRECTOR
<b>SALARY:</b>	\$75,000 Annually
<b>FLSA Status:</b>	Exempt, Full Time

This individual will manage the Planning and Inspection Department and, as the Director, will be responsible for developing and administering comprehensive plans and programs for utilization of land and physical facilities of the city.

Duties include supervision of direct reports; conferring with city administration and other stakeholders to develop long-range plans and technical studies for growth and development of the City; recommending revisions to zoning, subdivision and building ordinances as needed; compiling and analyzing data on economic, social and physical factors affecting land use and preparing requisitions graphic and narrative reports on data; and identifying issues affecting land use, public utilities, community facilities and housing and transportation and recommending measures to control and guide community development and renewal. The Director will also be responsible for implementing department goals, objectives, policies and priorities and administering the department's budget. A full *Position Description* is available upon request.

A bachelor's degree in urban planning or a related field is preferred. Five (5) years of experience with administrative and supervisory responsibilities is preferred. Possession of or the ability to obtain certification with the American Institute of Certified Planners (AICP) is required. The successful candidate must possess **a valid Driver's License** and be able to meet all departmental hiring requirements.

The successful candidate will be eligible for:

- Medical, Dental & Vision Insurance (for employee, spouse & children)
- \$50,000 Guaranteed Life Insurance Benefit (paid for by employer)
- Sick-Time benefit
- Up to ten vacation days
- Employee Health Clinic
- Participation in the Public Employee's Retirement Fund (PERF)
- Supplemental Insurances
- Paid Holidays

Please forward your applications and/or resume to the Human Resource Department:

- Electronic applications may be found at [www.emichigancity.com/jobs](http://www.emichigancity.com/jobs) or
- In person at the Human Resources Department, City Hall, 100 E. Michigan Blvd., Michigan City, Indiana 46360 or
- Via email to [tgeorge@emichigancity.com](mailto:tgeorge@emichigancity.com)

**Applications will be accepted until this position is filled.**

The City of Michigan City is an Equal Opportunity Employer all qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, national origin, sexual orientation, gender identity, or status as a protected veteran. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.