

Join Our Team as a Planner I at the City of Elkhart!

Position: Planner I **Department:** Development Services **Division:** Planning & Zoning
Employment Type: Full-time **Category:** Salaried **FLSA:** Exempt **Reports To:** Assistant Director for Planning

Are you ready to make a lasting impact on the future of a thriving city? The City of Elkhart is looking for an ambitious and driven Planner I to join our Development Services team. If you have a strong passion for urban planning, a commitment to community enhancement, and a desire to contribute to the city's growth, we want you on board!

Job Summary: As a Planner I, you'll play a pivotal role in ensuring compliance with the City Zoning Ordinance while performing other essential planning duties. You'll be the lead in technical review, sign and zoning enforcement, with a significant impact on the decisions and recommendations of the Plan Commission, Board of Zoning Appeals, and Parks Department.

Principal Duties and Responsibilities:

- Make informed decisions regarding the selection of appropriate standards or ordinances.
- Collaborate with Code Enforcement Offices, Assistant Director for Planning, and Building Commissioner to inspect zoning violations, develop corrective procedures, and ensure zoning violations are corrected and development conditions are met.
- Record and track zoning violations in INCODE.
- Work with Code Enforcement and Legal to rectify zoning violations.
- Research and prepare zoning and planning policies, studies, and master plans for the City.
- Review proposed site plans.
- Provide professional staff support to the Plan Commission, Board of Zoning Appeals, and the Parks Department.
- Lead the Technical Review Process for the City's multiple departments.
- Assist in issuing zoning clearances and sign permits.
- Respond to inquiries related to zoning and other planning.
- Assist with reviews of proposed site plans and changes in land use upon request.
- Research planning and zoning policy.
- Prepare basic planning studies and inventories.
- Undertake long-range and short-range planning projects and special projects as needed.
- Update the Comprehensive Plan.
- Update land uses and zoning ordinance amendments.
- Assist with providing census and planning information to the general public and governmental agencies.
- Prepare annexation reports.
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Other Duties and Responsibilities:

- Perform other duties as assigned.
- Knowledge of floodplain administration and permitting.

Education and Experience:

- Bachelor's Degree in Urban Planning, Public Administration, or a closely related field.
- A Master's Degree is strongly desired.
- AICP certification is preferred.
- A minimum of four years of comparable experience, with a Master's Degree counting as an equivalent of two (2) years of experience.
- A valid driver's license is required.

Knowledge, Skills, and Abilities:

- Strong knowledge of urban planning and land use concepts.
- Familiarity with the Planning Acts of the State of Indiana.
- Understanding of the Zoning Ordinance, Subdivision Ordinance, and other pertinent laws, rules, and regulations.
- Proficiency in maintaining and developing a database.
- Ability to write informative staff reports.
- Ability to work independently and as part of a departmental team.

Join us and be part of the team that shapes the future of our vibrant city! Your expertise and dedication can make a real impact as a Planner I with the City of Elkhart.

Apply now on our website, <https://elkhartindiana.org/careers/>