

# McCordsville

ESTD  1988

## INDIANA

### Job Description

Title: Assistant Director of Planning  
Department: Planning & Building  
Supervisor: Assistant Town Manager – Planning & Development  
Status: Full-time, Non-exempt

**Compensation: \$70,000-72,500 (DOQ)**

**Enrollment in PERF (Town pays employee contribution)**

**Enrollment in Health & Life Insurance (Town pays employee premium)**

**Paid Time Off (PTO)**

**14 Paid Holidays per Year**

**PURPOSE OF THE POSITION:** The Assistant Director will be tasked with a variety of planning and zoning duties supporting the functions of the Planning & Building Department. The position will be responsible for processing current planning/zoning projects, participating in and sometimes managing planning studies and other long-range planning efforts, as well as making reports and recommendations to various Town Boards/Commissions. The Assistant Director will be a primary point of contact for developers, businesses, residents, and others doing business with the Planning & Building Department.

**ESSENTIAL DUTIES & FUNCTIONS:** The following duties and functions have been determined by the Town to be essential to the successful performance of this position. The duties and functions represented below do not imply these are the only duties and functions to be performed. Employees will be required to follow any other job-related instructions and to undertake other projects consistent with the role as requested by the supervisor.

- Assists in developing department goals, objectives, and measures of success consistent with the Department's mission and policies to serve the public.
- In coordination with the Assistant Town Manager, coordinates, develops, interprets, maintains, updates, and implements the town's comprehensive plan and any other land use regulations.
- Performs work for complex and sensitive planning projects including researching, planning, executing, analyzing, and evaluating.
- Coordinate the application and review process for land use matters, including, but not limited to plats, development plans, variances, and special exceptions.
- Conduct plan reviews for compliance with all applicable adopted laws, codes, and ordinances.
- Manage code enforcement activities (excluding Building Code) for the Department.

- Provide information proactively to elected officials and educate the public on the role of planning within the town.
- Research, analyze, and prepare findings of fact for Board of Zoning Appeals petitions.
- Recommend and implement process improvements and modifications.
- Coordinate and participate in public engagement processes and visioning efforts.
- Advise the Assistant Town Manager for Planning & Development on all planning, zoning, and code enforcement related matters.
- Provides information and reports to various town boards, commissions, and committees.
- Serves as liaison and performs all necessary functions in support of the Architecture Review Committee, Board of Zoning Appeals, Plan Commission, and Technical Advisory Committee.
- Attend various civic and business meetings on behalf of the town.
- Oversee the administration of Department fees, including, but not limited to Park and Road Impact Fees.
- Attend Architecture Review Committee, Board of Zoning Appeals, Plan Commission, Technical Advisory Committee, and Town Council meetings as directed.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in the field of planning or related field from an accredited college or university
- One to five years of previous experience in urban planning, preferably in local government
- American Institute of Certified Planners (AICP) certification is preferred but not required
- Possess a valid Indiana drivers license (or ability to obtain one within 30 days of hire)

#### **NECESSARY SKILLS AND ABILITIES:**

- Working knowledge of local government.
- Basic computer/technology skills and understanding to operate a computer, tablet, and smartphone.
- Proficient in the Microsoft Office Suite, including, but not limited to Outlook, Word, Excel, PowerPoint, Teams, OneDrive, and SharePoint.
- Computer software skills, including the ability to use, or learn to use ESRI ArcGIS Pro, Bluebeam Revu, the Town's permit software, and other software as needed.
- Excellent communication skills, both written and spoken, and the ability to use those skills to communicate effectively with elected officials, residents, business owners, and developers.
- Previous experience in grant writing preferred but not required.
- Ability to manage difficult or emotional citizen situations, responds promptly to citizen needs, solicits resident feedback to improve service, and responds to requests for service and assistance.
- Follows Town and Department policies and procedures.

- Follows instructions, responds to management direction, takes responsibilities for own actions, keeps commitments, and completes tasks on time or notifies appropriate person with an alternative plan.
- Assess own strengths and weaknesses, pursue training and development opportunities, strive to continuously build knowledge and skills, and share expertise with others.
- Identifies and resolves problems in a timely manner, gathers and analyzes information skillfully, develops alternative solutions, works well on their own and in groups, and uses reason when dealing with emotional topics.
- Speaks clearly and persuasively in all situations, listens to others, keeps emotions under control, writes clearly and informatively, can describe code issues in layman terms, and able to interpret applicable code language.
- Ability to make sound and rational decisions including exercising independent judgement within established protocols and guidelines.
- Greets people in a professional manner and provides positive customer service to citizens, business owners, property owners, contractors, developers, buildings, petitioners, etc.
- Maintains a professional appearance.
- Ability to read and write the English language.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:** Work is mostly performed in an office setting; however, there will be site visits/inspections to be performed occasionally. While performing the duties of this job, the employee is regularly required to sit; type, write, talk and hear. The employee is frequently required to stand; and walk. The employee must be able to lift, carry, and/or move up to 15 pounds. The work environment characteristics described here are representative of those an employee in this position encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**SUPERVISORY RESPONSIBILITIES:** This position will supervise a part-time code enforcement officer. Additional, supervisory responsibilities may be added in the future.

**The Town of McCordsville is an Equal Opportunity Employer. Position open until filled. Send resumes to Ryan Crum at [rcrum@mccordsville.in.gov](mailto:rcrum@mccordsville.in.gov). No phone calls please.**