



City of Bloomington, Indiana  
**Senior Zoning Planner**

<b>SALARY</b>	\$36.70 Hourly \$2,936.38 Biweekly \$6,362.17 Monthly \$76,346.00 Annually	<b>LOCATION</b>	City Hall Bloomington, IN
<b>JOB TYPE</b>	Regular Full-Time (40hrs/week; with benefits)	<b>REMOTE EMPLOYMENT</b>	Flexible/Hybrid
<b>DEPARTMENT</b>	Planning and Transportation	<b>OPENING DATE</b>	05/12/2025
<b>CLOSING DATE</b>	6/10/2025 11:59 PM Eastern	<b>FLSA</b>	Exempt
<b>BARGAINING UNIT</b>	N/A	<b>TYPICAL WORK SCHEDULE:</b>	Monday through Friday 8 am - 5 pm
<b>POSITION REPORTS TO:</b>	Development Service Manager	<b>SUPERVISES STAFF:</b>	No

## Description

The City of Bloomington has an exciting job opportunity as a **Senior Zoning Planner**. We invite diverse talent to join our team and help advance our mission focusing on economic vitality, attainable housing, public safety, progress partnerships, inclusion, open government, sustainability, transportation, and quality of place. Come join us and be part of shaping the vibrant future of Bloomington, Indiana.

<https://www.youtube.com/embed/XtGNE4S1cSc?&wmode=opaque&rel=0>

Incumbent serves as the Senior Zoning Planner for the Planning and Transportation Department, acting as lead for managing and guiding development petitions through the City's development review process and ensuring compliance with zoning regulations. Incumbent serves as the lead Planner on Duty (POD) and provides daily guidance to the department's other PODs.

**The City is currently in the process of implementing a new salary structure. Depending on the progress of this implementation, the salary offered to the selected candidate may be higher than the amount currently posted. However, the candidate will not be offered a salary lower than the posted amount for this position.**

<https://www.youtube.com/embed/Te42vtESJu8?&wmode=opaque&rel=0>

## Duties

*This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:*

### Primary

Coordinates current planning and development review performed by the zoning planner. Serves as first level of collaboration in instances where subordinate staff require assistance or interpretation on codes and policies.

Prepares reports for and regularly attends Plan Commission, Plat Committee, Board of Zoning Appeals and Hearing Officer meetings, making presentations as required. Ensures that all requirements are met for scheduled cases.

Ensures that amendments to petitions and conditions of approval are reflected in the approval record.

Conducts site plan reviews, performs on-site inspections, and researches applicable ordinances and development histories.

Reviews subdivision plats submitted for preliminary and final approval and reports findings to the Plan Commission and Plat Committee for action.

Assists in the development and preparation of plan amendments, subarea and neighborhood plans, along with zoning and subdivision ordinance amendments.

Consults with adjacent property owners, developers, and neighborhood organizations regarding development and zoning matters. Regularly meets with general public to explain regulations and recommendations and to negotiate compliance with established rules and policies. Responds to citizen inquiries regarding zoning map designations and zoning regulations.

Reviews building permit applications, verifying compliance with applicable regulations, and recommending corrective action in case of non-compliance.

### **Secondary**

Attends conferences and workshops pertinent to the efficient administration of the department.

Occasionally testifies in court on matters pertaining to the decisions of the Plan Commission and Board of Zoning Appeals.

Performs related duties as assigned.

## **Job Requirements**

Minimum knowledge equivalent to a bachelor's degree in planning or related field.

Required minimum experience of three years of work experience in similar position.

Membership in American Institute of Certified Planners (AICP), preferred.

Knowledge of the principles and practices of current planning.

Ability to interpret and apply various laws, regulations, guidelines, and codes as they relate to development review and zoning matters.

Knowledge of Geographic Information Systems principles, word processing, spreadsheet analysis and database management.

Knowledge of engineering and architectural principles.

Ability to read and use zoning and topographic maps, legal descriptions, zoning ordinances, and various local and state land use regulations.

Ability to legally operate motor vehicle.

## **Difficulty of Work and Personal Work Relationship**

### **Difficulty of Work**

Incumbent regularly performs additional hours due to regular presence at evening public hearings. Must provide timely, accurate information to developers, property owners, and citizens in a fast-paced, stressful environment. Independent judgment is required in adapting various rules, regulations, and customary practices of department to perform a variety of planning and development tasks. In addition, professional judgment is required in reacting to situations which involve a weighting of various factors or which involve unusual issues. A high level of analytical skill is critical in performing site plan review, on-site evaluations, and Geographic Information Systems applications.

### **Personal Work Relationships**

Incumbent maintains frequent contact with department superiors and co-workers, board members, representatives from

local agencies, and the general public for the purpose of giving and receiving factual information about policies and regulations of department and Plan Commission.

An Equal Opportunity Employer, La Igualdad De Oportunidades De Empleo Es La Ley. The City of Bloomington does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

The City of Bloomington validates authorization to work using E-Verify, which provides the Social Security Administration and the Department of Homeland Security with information from each new employee's I-9 form to confirm work authorization.

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**Employer**

City of Bloomington, Indiana

**Address**

401 North Morton Street

Bloomington, Indiana, 47404

**Phone**

812-349-3404

**Website**

<https://bloomington.in.gov/>

## Senior Zoning Planner Supplemental Questionnaire

### \*QUESTION 1

Tell us how you meet the minimum knowledge equivalent to a Bachelor's degree in Planning, Public Administration, Geography, Environmental Affairs, or related field. Master's degree in Planning or related field preferred.

### \*QUESTION 2

Describe any prior experience or knowledge of planning and zoning principles, practices, and procedures, including best practices and emerging trends. Ability to interpret and apply various laws, regulations, guidelines, and codes as they relate to development review and zoning matters. Ability to read and interpret zoning, topographic, and geologic maps and photographs; construction plan sets; legal descriptions; related technical planning information; and various local, state and federal land use regulations.

### \*QUESTION 3

Do you currently hold a Membership in American Institute of Certified Planners (AICP)

☐ Yes

☐ No

### \*QUESTION 4

Describe any prior experience or knowledge of civil engineering, architecture, landscaping, and grant management principles.

### \*QUESTION 5

Are you able to or will be able to legally operate a motor vehicle if hired?

☐ Yes

☐ No

\* Required Question