



**TOWN OF CUMBERLAND  
JOB DESCRIPTION  
Assistant Planning Director**

**POSITION:** Assistant Planning Director – Full Time

**DEPARTMENT:** Town Administration

**DATE:** June 4, 2025

**IMMEDIATE SUPERVISOR:** Assistant Town Manager

**FLSA STATUS:** Non Exempt

**SALARY RANGE:** \$75,000 - \$85,000 annually, depending on qualifications

**GENERAL PURPOSE:**

The Assistant Planning Director will perform a variety of professional planning duties supporting the functions of the Planning and Community Development Department.

The position is responsible for the evaluation and processing current planning projects; participation in the long-range planning programs; researching, preparing, and presenting reports and recommendations to the Town as public hearings and meetings related to land use applications, code amendments, and comprehensive plan amendments. The Assistant Planning Director informs the public, land developers, and others of various laws, codes, regulation requirements and other planning documents such as the Comprehensive Plan.

**SUPERVISION RECEIVED:**

Works under the supervision of the Assistant Town Manager

**DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, the incumbent may perform a combination of some or all the following duties, which are a representative sample of the level of work appropriate to the classification:

- Provide technical information and interpretations orally and in writing to land developers and the public concerning land use applications, Town policies and regulations, zoning, subdivision, site plan review, and other relevant land use related regulations and procedures.
- Research, analyze, and prepare reports on current planning issues, environmental, and process actions for presentation to the Planning Commission, or Town Council.
- Organize and perform research and preparation of written findings and recommendations for land use applications and/or code development.
- Review assigned current projects for compliance with adopted local, state, and federal laws, codes, and regulations.
- Review and process development applications including commercial and residential development, subdivision applications, and variances.

- Coordinate application review process for land use matters, permits, variances and other related procedures with Town staff, affected agencies, residents, and developers regarding technical requirements, deficiencies, and solutions.
- Compile data and provide assistance and written recommendations to applicants.
- Prepare legal notices for applications.
- Compose, edit, and prepare a variety of written materials including reports, discussion papers, graphics, recommendations, and other materials as needed.
- Coordinate city map updates with the GIS department.
- Participate on assigned committees; attend associated meetings; and provide necessary support and information.
- Provide staff support to Planning Commission and Board of Zoning Appeals.
- Attend Planning Commission, Town Council, Board of Zoning Appeals, and other public meetings and open houses, as assigned.
- Assist in preparing revisions to the Zoning Code, Comprehensive Plan, and other regulatory and policy documents, including collection of data.
- Review and recommend amendments to Town codes or policies.
- Assist the Assistant Town Manager with annexation of properties into the town's corporate limits, including but not limited to application; development of timeline; drafting and submitted legal notice and interested parties; coordination with consultants to develop contiguity maps, legal descriptions, and fiscal plans; and help prepare resolutions and ordinances associated with Annexation.
- Assist Code Enforcement Officer, as necessary, in the performance of his/her duties.
- Oversee that all fees such as impact and building fees are being assessed and implemented properly.
- Perform research tasks as assigned.
- Prepare standard legal documents associated with land development.
- Work with other members of the department to scope projects and apply for grants.
- Perform additional related duties as assigned.

#### **QUALIFICATIONS:**

- Education and Experience
  - Bachelors Degree in Urban Planning, Public Administration, or related field. Masters Degree in Urban Planning or similar field is preferred.
  - AICP Certification desired, but not required.
  - 5 years planning experience, particularly with current planning
  - Knowledge of Planning and Zoning Laws in the State of Indiana
  - Local government experience preferred, but not required

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be detail-oriented and a natural problem solver
- Excellent communication skills, both written and spoken
- Ability to deescalate situations when necessary.
- Ability to learn and adapt in a dynamic environment with changing workloads and conditions
- Must be capable of prioritizing and organizing own work
- Ability to work under time constraints
- Must be dependable and professional in both appearance and attitude

#### **SPECIAL REQUIRMENTS:**

- Must have a valid State of Indiana Driver's License or ability to obtain one.
- Must be able to attend regular evening meetings.

**OTHER INFORMATION**

- Does not supervise other employees
- Does not control a budget

**TOOL AND EQUIPMENT USED:**

Town issued computer and related software – this would include Word, Excel, Power Point and Outlook. General office equipment such as phone, copy/prINTER, and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, sit, or walk; to use hands to finger, hand, feel, or operate objects, tools, or controls; lift boxes weighing 20 pounds; and reach with hands and arms.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The typical work environment is an office. The noise level in work environment is usually quiet in an office.