

Title: Director of Planning and Zoning Services
Manager: Town Manager
Location: Bargersville, IN

Summary:

The Director of Planning and Zoning Services directs the day-to-day operations of the Planning and Zoning Department. This role manages a team that supports the critical growth of the town. The role will include developing SOPs, controls, and guiding development projects from beginning to end.

A leader with a passion for process improvement will be ideal for this role.

What you'll do:

- Develop departmental goals, objectives, and measures of success consistent with the mission and policies to serve the public
- Develops standard operating procedures and process controls for the efficient administration of the department
- Prepares and administers long range plans within the policies and procedures of the Plan Commission and Town Council
- Guides the development of projects through the Planning and Zoning process
- Manages the preparation and/or revision of the Unified Development Code and the Zoning Maps
- Serves as technical advisor and support to Plan Commission and Board of Zoning Appeals
- Researches, analyzes and reviews development and redevelopment proposals
- Administers and facilitates the review of the Technical Advisory Committee
- Responds to issues from the public regarding zoning and planning matters
- Represents the Plan Commission
- Reviews development proposals for compliance and coordination with all elements of the Town's comprehensive plan and ordinances
- Supports and collaborates with other Town Departments
- Interprets Unified Development Code (UDC) as needed and recommends changes to the UDC to modernize when necessary
- Demonstrates and encourages a culture that continuously improves operations, decreases turnaround time, streamlines work processes and works cooperatively and jointly to provide quality seamless customer service

- Attends Redevelopment Commission, Town Council, and any other planning-related committee meetings, as directed
- Complete other duties as assigned

What you bring:

- Bachelor's Degree from an accredited college or university in planning, architecture, business, public administration, civil engineering, construction management, or related field
- 5+ years of prior related experience in planning; public sector experience preferred
- 3 years of supervisory experience
- Must hold a valid State of Indiana driver's license
- American Institute of Certified Planners (AICP) certification preferred
- GIS Professional certification preferred
- Proficient in 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 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.
- Assess your 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.
- A valid Indiana driver's license and the ability to drive town vehicles as necessary

Work conditions:

- Work is performed indoors in an office environment and outdoors performing field inspections
- Must have skills to effectively communicate and interact with other employees and the public through the telephone, email and personal contact
- Requires the physical capability to effectively use and operate different office equipment, such as a telephone, desktop computer, calculator, copier, scanner, fax machine, etc.

- Requires sitting, standing, walking, bending, crouching, reaching & extending and repetitive motion; occasional lifting and moving of light objects; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects