

Title: Planner
Manager: Senior Planner
Location: Bargersville, IN

Summary:

The Planner performs professional work in planning, zoning, subdivision, and general community development work, including administrative and enforcement functions, responding to public inquiries and land use issues, grant writing/administration, conducting research, preparing detailed staff reports, and conducting site visits.

What you'll do:

- Oversee project planning and development for residential, commercial, and public structures and resources that enhance the overall enjoyment, health, and growth opportunity for Bargersville
- Prepare studies that help analyze population growth and community needs
- Coordinate on-site evaluations and create project proposals to assess and present information about development needs and land usage
- Assess traffic growth and transportation needs and manage relevant solutions
- Investigate the best energy-efficiency practices and implement them where applicable
- Preserve historical landmarks, monuments, and sites
- Work with relevant government bodies to ensure emergency preparedness and resource management
- Develop documentation to keep the community informed of city plans and resources
- Obtain the required legal documents and adhere to regulations regarding permits, zoning, and development
- Run frequent public planning meetings to keep the community informed and have discussions surrounding development and land usage
- Keep up to date with environmental policies and building, zoning, and construction regulations
- Complete other duties as assigned

What you bring:

- Bachelor's degree in civil or environmental engineering or related field, master's degree preferred
- American Institute of Certified Planners (AICP) certification or ability to pursue it

- Member of the American Planning Association (APA)
- Strong project management and analytical skills
- The ability to thrive in a non-management leadership role and make decisions
- Excellent intrapersonal and communication skills, both written and verbal
- Experience using design software, such as Microsoft Office Suite, Adobe Creative Suite or AutoCAD, to create high-quality maps, graphics, and designs
- A valid driver's license and the ability to drive town vehicles as necessary