

Director of Planning and Zoning Services

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:

- 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 Ordinance 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 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

What you bring:

- Bachelor's Degree from an accredited college or university in planning, architecture, urban planning, business, public administration, civil engineering, construction management, or related field required.
- 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

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