



City of Bloomington, Indiana
Zoning Planner and GIS Analyst

SALARY	\$34.31 - \$39.46 Hourly \$2,745.15 - \$3,156.96 Biweekly \$5,947.83 - \$6,840.08 Monthly \$71,374.00 - \$82,081.00 Annually	LOCATION	City Hall Bloomington, IN
JOB TYPE	Regular Full-Time (40hrs/week; with benefits)	DEPARTMENT	Planning and Transportation
OPENING DATE	03/31/2026	CLOSING DATE	4/28/2026 11:59 PM Eastern
FLSA	Non-Exempt	BARGAINING UNIT	N/A
TYPICAL WORK SCHEDULE:	Monday - Friday 8 am - 5 pm	POSITION	Development Services Manager.
SUPERVISES STAFF:	No	REPORTS TO:	

Description

<https://www.youtube.com/embed/ljFoC2hbaP0?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

Assists staff with ArcGIS data acquisition and manipulation, performs and coordinates specific geospatial analysis, and maintains the geospatial files and produced layers or maps.

Prepares reports for and presents to the Plan Commission, Plat Committee, Board of Zoning Appeals and Hearing Officer.

Regularly attends meetings of these groups and ensures requirements are met for scheduled cases.

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

Reviews subdivision plats and reports findings.

Consults with adjacent property owners, developers, and neighborhood organizations regarding development and zoning matters.

Explains regulations and recommendations, responds to questions, and encourages compliance with established rules and policies.

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

Issues zoning confirmation letters and approves property transfers.

Assists in development of zoning and subdivision ordinance amendments.

Secondary

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

Performs related duties as assigned.

Job Requirements

Bachelor's degree in planning or related field plus over one year of related experience or equivalent knowledge, skills, and abilities to perform the essential duties of the position. A master's degree in planning or related field may substitute for experience.

Required at least one year of work experience in similar position.

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

Proficiency in Geographical Information Systems including Community Analyst, word processing, spreadsheet analysis and database management.

Ability to understand and interpret legal descriptions and City maps.

Ability to read and use zoning, Sidwell, and floodplain maps, and engineer's scale.

Difficulty of Work and Personal Work Relationship

Difficulty of Work

Incumbent regularly performs additional work 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. 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 Egualdad 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.

Employer

City of Bloomington, Indiana

Address

401 North Morton Street

Bloomington, Indiana, 47404

Phone

812-349-3404

Website

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

Zoning Planner and GIS Analyst Supplemental Questionnaire

*QUESTION 1

Do you meet the minimum of a bachelor's degree in planning or related field plus over one year of related experience or equivalent knowledge, skills, and abilities to perform the essential duties of the position. A master's degree in planning or related field may substitute for experience.

- Yes
- No

*QUESTION 2

Describe how you meet the minimum requirements of at least one year of work experience in similar position.

* Required Question