City of Auburn, Indiana

Title: City Planner | **FLSA Status: Exempt**

Department: Building, Planning & Development | **Job Code:**

Division: | **Updated: 07/23/2026**

General Definition of Work

Performs work administering zoning ordinances and subdivision control ordinances, providing support to the Plan Commission, Board of Zoning Appeals, elected officials, and other city/county offices, providing customer support related to zoning, permitting requirements, subdivision, platting, floodplain, and development, assisting in development of the Comprehensive Plan, strategic plans and other long range planning efforts, and any work as apparent or assigned.

This position reports to Building and Planning Director.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Administers the Zoning and Subdivision Control Ordinances:
  - Checks non-residential projects for compliance both prior to issuing permits and as necessary throughout the construction process.
  - Checks residential subdivisions for compliance with the Subdivision Control Ordinance prior to approvals.
  - Identifies areas within the Zoning and Subdivision Control Ordinances that need improvement and assists in drafting solutions that address those areas.
  - Manages violations of the Zoning and Subdivision Control Ordinances.
- Serve as Staff to the Plan Commission and Board of Zoning Appeals:
  - Assists developers and property owners through various Plan Commission and Board of Zoning Appeals procedures including development plan, rezone, subdivision, and other requests, petitions, and/or reports.
  - Assists with the facilitation of the interdepartmental review (routing) of development plans, rezoning requests, subdivision requests, and other Plan Commission and BZA applications and petitions.
  - Prepares and presents staff reports and other documents needed for BZA and Plan commission meetings.
  - Maintains permit and application files in the City's permit tracking software and file management system.
- Provides direct Customer Service support in a variety of areas:
  - Serves as the initial contact for developers and/or property owners and introduces and assists them through the development and permitting process.
- Assists in the development and maintenance of the Comprehensive Plan, specific strategic plans, and other long range planning efforts of the City:
  - Facilitates and/or participates in Community Engagement opportunities that are part of planning efforts.

- Assists with the regular scheduled reviews and updates of the Comprehensive Plan and zoning and subdivision ordinances.
- Assists in the scoping and development of specific strategic plans.
- Updates GIS mapping layers applicable to the department.

Minimum Qualifications

Bachelor's degree in urban planning / regional planning or related field. Pervious experience in zoning and subdivision control regulations, regulations, development processes, long range planning, community engagement and permitting or a combination of equivalent education.

Special Qualifications

Possession of American Institute of Certified Planners (AICP) Certification preferred.

Valid driver's license in the State of Indiana.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification involves seldom physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Seldom
Up to 25	Seldom
Up to 50	None
Up to 100	None

Environmental Exposures	
Work near moving mechanical parts	None
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	None
Extreme Cold, non-weather	None
Extreme Heat, non-weather	None
Noise Level	Moderate