

**POSITION DESCRIPTION
COUNTY OF WHITLEY, INDIANA**

POSITION: Planner I
DEPARTMENT: Planning and Building
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: March 2002
DATE REVISED: January 2019

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Whitley County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Planner I for the Joint Planning and Building Department, responsible for enforcing zoning ordinances and performing a variety of planning, building/development, clerical, organizational, public assistance, and interaction functions.

DUTIES:

Serves as primary staff and recording secretary for Whitley County Plan Commission and Board of Zoning Appeals, and the Whitley County Redevelopment Commission (RDC) operating recording equipment, taking written notes, compiling and distributing meeting packets, preparing and mailing meeting notices/ads, copying and filing documents, organizing presentation materials, and preparing meeting room.

Serves as secondary staff for other local Plan Commissions and Board of Zoning Appeals as assigned.

Processes and preliminarily reviews planning and zoning applications including development plans, rezoning, special exemptions, variances, and subdivisions. Creates and distributes information pertaining to rezonings, special exceptions, variances, and subdivisions to appropriate individuals.

Processes and manages zoning and building code enforcement actions in conjunction with the Executive Director and Building Inspectors, following up on submitted complaints, sending correspondence, organizing responses, and performing other activities.

Issues various permits, obtains and verifies information/signatures, determines zoning districts, and submits applications.

Prepares and interprets site plan and location maps for improvement/building permits, and planning petitions (e.g. rezoning, special exception, variance).

Coordinates with consultants, project managers, vendors and attorneys on matters pertaining to the Redevelopment Commission (RDC), and preparing construction reports.

Obtains and generates property information from a variety of sources, including ArcMap and Beacon GIS, aerial photography, property tax records, and other sources.

Coordinates with other County departments in obtaining and distributing information and assists Supervisor in tracking and compiling data for Annual Report.

Answers telephone and assists office visitors, providing information and assistance, taking messages, logging calls, or transferring/directing to appropriate individual or department.

Schedules building inspections and communicates with inspectors. Maintains records on and follows up with mobile home permits and special exceptions.

Receives and resolves questions and complaints from the public, government officials, and other County departments regarding planning, zoning regulations, and building codes.

Explains basic requirements and contents of zoning ordinances and maps, planning documents, and building codes for all jurisdictions. Assists public with completing forms/applications and explaining procedures and code requirements.

Identifies and notes conflicts and other issues found in Zoning and Subdivision Ordinances and works with Director to initiate amendments.

Prepares and processes building permits, building inspection forms, complaint forms, and informational documents.

Composes, reviews, prepares and copies agendas, staff reports, minutes, time sheets, and other meeting materials for the primary staffing jurisdiction and Joint Advisory Board.

Prepares reports for outside and internal agencies on a monthly and quarterly basis.

Prepares annual meeting schedules and manages member rosters for Plan Commissions and Boards of Zoning Appeals for primary staffing jurisdictions. Updates information as needed. Obtains and compiles required documentation for reappointment of members and submits to necessary members.

Responds to inquiries/request regarding permits, inspections, plans, developments, zoning code information, legal descriptions, parcel numbers, and plat map information.

Collaborates with Whitley County Economic Development Corporation (EDC) providing input for proposals, development, and implementation of marketing strategies, and assisting and advising in other activities as assigned.

Performs Tax Increment Financing (TIF) duties such as assisting Auditor with audits, annual neutralization, researching excess value determinations, and reviewing assessed values of properties to identify unusual situations.

Performs web administrator duties for department web page, including managing pages, calendars, and documents.

Performs duties of other staff in his/her absence in conjunction with the Executive Director.

Serves as department representative at meetings to present or receive information regarding cases, ordinances, or other activities as assigned.

Performs related duties as assigned or needed.

I. JOB REQUIREMENTS:

Bachelor's Degree in Urban Planning and Development, Public Administration, or related field, or combination of work experience and education equivalent to Bachelor's Degree.

Ability to meet all departmental hiring requirements, including passage of a drug test.

Working knowledge of department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of state building codes, electrical, plumbing and heating codes, and engineering, drafting, real estate, and architectural terminology.

Working knowledge of and ability to read, interpret and explain County zoning and subdivision control ordinances, property legal descriptions, and aerial, flood plain and plat maps.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose and prepare detailed reports.

Ability to properly operate a variety of standard office and department equipment, including computer, Microsoft Office, various GIS programs and software, printer, telephone, engineer and architect's scales, copier, fax machine, binding machine, postage meter, recording equipment, microphones, and calculator.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compile, classify, analyze and evaluate data and perform basic mathematical calculations.

Ability to understand, memorize, retain, and carry out written and oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, work rapidly for long periods, work under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to effectively communicate orally and in writing with co-workers, other county departments, Planning Commissions, Board of Zoning Appeals, RDC, Mayor's Office, municipal Clerk/Treasurer's Office, U. S. Census, vendors, newspaper offices, contractors, attorneys, real estate offices, surveyors, Department of Natural Resources, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to attend meetings outside of office.

Ability to regularly work evening hours.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies practical and theoretical planning principles and office policies in performing duties which are broad in scope and involve many variables and considerations, often with conflicting aspects. Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in modifying rules, instruction, and guidelines to properly address specific cases and circumstances. Incumbent performs a broad array of duties which are not clearly related and involve analytical effort to diagnose.

III. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to county and municipal codes and department policies and procedures with priorities determined primarily by Supervisor and based on the service needs of the public. Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Work is periodically reviewed upon completion of specific duties for compliance with legal requirements, adherence to instructions/guidelines, and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county departments, Planning Commissions, Board of Zoning Appeals, RDC, Mayor’s Office, municipal Clerk/Treasurer’s Office, U. S. Census, vendors, newspaper offices, contractors, attorneys, real estate offices, surveyors, Department of Natural Resources, and the public, for the purposes of exchanging information and explaining policies and procedures.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting and walking at will, standing/walking for long periods, lifting/carrying objects weighing under 50 pounds, driving, handling/grasping objects, bending, reaching, crouching/kneeling, keyboarding, close vision, fingering objects, speaking clearly and hearing sounds/communication. Incumbent may be exposed to potential irate/hostile individuals.

Incumbent regularly works evening hours and travels out of town for meetings, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Planner I for the Planning and Building Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name