

City of Greenwood – Senior Planner

Job Title:	Senior Planner	Job Category:	Exempt
Department/Group:	Community Development Services	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Planning Director
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 So Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible administering and enforcing community development activities, including planning, zoning, building permits, economic development and grant administration		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook
- Review land development/subdivision proposals to ensure compliance with applicable ordinances, conduct periodic on-site inspections, analyze topography and aerial maps, and make recommendations/determinations regarding compliance;
- Coordinate with Department staff and others such as developers, contractors, architects, attorneys and engineers to maintain compliance with the Municipal Code;
- Act as City liaison for outside consultant reviews of site plans;
- Review applications and prepare staff reports for zoning changes and variances, proposed annexations and special projects/studies. Analyze documentation, conduct on-site inspections, measure setbacks, calculate areas, communicate with applicants, resolve problems and make formal recommendations for approval/denial to Plan Commission and Board of Zoning Appeals (BZA);
- Revise/update zoning maps as authorized;
- Attend and participate in various meetings as needed or assigned by the Director, such as Plan Commission, BZA, Common Council, Board of Public Works and Safety, Economic Development Commission, Redevelopment Commission, or other community organizations, and periodically make presentations, explain policies, procedures, objectives and action on specific cases;
- Assist the Director and the Planning Director in the administration and enforcement of state and local ordinances regarding zoning and subdivision control;
- Maintain organized records and ensure convenient retrieval and access by the public as required, such as permit application plans, plats, maps, petitions and related ordinances and meeting minute;
- Assist Economic Development Commission and Redevelopment Commission as delegated by the Director in administering programs, including communication with state and federal officials, assist with scheduled marketing events, market the City, and provide information and tours to industrial prospects, and periodically provide other staff support as needed;



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- Assist the Director in preparation of the annual department budget as well as administering the budget throughout the year;
- Maintain current knowledge of planning trends and activities in other communities by reading professional publications and periodically attendance at conferences/seminars;
- Periodically perform duties of other Department personnel in their absence or as needed;
- Coordinate projects with other city departments.
- Perform other duties as assigned.

Job Requirements:

- **Education:** Bachelor Degree in Planning, Public Administration, or related area,
- **Experience:** Six or more years of related experience
- **Certifications:** American Institute of Certified Planners (preferred) and Certified Floodplain Administrator (preferred)
- **Skills and Abilities:** Thorough knowledge of local topography, including roads, subdivisions and drainage, thorough knowledge of local topography, including roads, subdivisions and drainage, thorough knowledge of procedures to secure state and federal grants, including making arithmetic calculations, writing grant applications, maintaining accurate records, and preparation of detailed reports as required, prepare and make public speaking presentations and occasionally provide expert testimony in legal proceedings, regularly work extended and/or evening hours, occasionally work weekend hours, and occasionally travel out of town, sometimes overnight, A valid Indiana driver's license and demonstrated safe driving record
- **Physical:** Must be able to sit/ and or stand for long period of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: _____

Date: _____

Approved By: _____