

**POSITION DESCRIPTION
TOWN OF ELLETTSVILLE, INDIANA**

POSITION: Director
DEPARTMENT: Planning and Development
WORK SCHEDULE: 7:30 a.m. - 4:00 p.m., M-F

Incumbent serves as Director for the Planning and Development Department, responsible for managing and directing planning and development activities in the Town, providing professional services, and supervising assigned staff.

DUTIES:

Manages and oversees daily operations of the department, and applies, interprets, and enforces the Town's zoning code and development related codes and ordinances. Ensures that all planning and development activities are completed in a timely, professional manner.

Supervises and directs assigned staff, including reviewing position documentation, interviewing applicants, making hiring decisions, planning/delegating work assignments, determining significant changes in responsibilities and major tasks, reviewing salaries and making changes as warranted, evaluating performance, recommending personnel, maintaining discipline and recommending corrective actions as warranted, and keeping supervisor and assigned staff informed of organization developments.

Initiates and coordinates the development of plans, studies, and regulations necessary to implement goals and policies of the Town. Performs Code review and recommends updates to existing zoning and subdivision regulations, and prepares text amendments for Plan Commission and Town Council approval.

Prepares maps and data using Geographic Information Systems (GIS) for various projects, departments, and public, maintains database of all addresses, zoning districts, and other relevant information, and provides data updates to Monroe County for display on countywide GIS system.

Serves as Plan Commission liaison, providing research and advice on cases/projects, and preparing/presenting reports on subdivisions, annexations, development plans, zoning and map amendments, and planned unit developments.

Serves as Building Commissioner, overseeing Building Department staff and day-to-day operations. Reviews building permit applications as necessary and makes final decision on all building permit related matters.

Assists with economic development, including researching tax abatements and TIF districts, meeting with developers about processes and available incentives, and providing guidance/information about available properties.

Prepares and manages Department annual budget and prepares reports and recommendations on planning petitions as needed.

Prepares and submits proposals, and administers grants. Collaborates with Deputy Planning Director in research and grant writing, ensuring that all deadlines are met and all necessary reports have been filed with the proper agencies, and maintains an accounting of expenditures.

Serves as Floodplain Administrator, including reviewing all development activity that occurs within floodplain, providing guidance to citizens on options for development within a floodplain, assisting with preparation of letters of map amendments, and ensuring that floodplain regulations are up to date.

Performs and oversees permit review, including reviewing and approving sign, building, grading, floodplain, and right-of-way permits, as needed. Performs site inspections.

Serves as primary researcher/author of Town's comprehensive plan. Edits and presents to Plan Commission and Town Council for approval, reviews periodically to find areas for improvement, and implements items listed in plan according to schedule.

Serves as addressing coordinator, assigning addresses to all new construction in accordance with Town and County addressing systems, maintains/updates GIS address database, corrects addresses that are out of sequence, and attends monthly address coordination meetings.

Researches and prepares maps and fiscal plans for future annexation, including analyzing parcels for ideal areas of Town growth, identifying property owners that are willing to annex, and creating detailed plans on the effects of various annexations.

Serves as Board of Zoning Appeals (BZA) liaison, including researching cases, preparing/presenting reports on variances and special exceptions, providing information on elements of a variance request, and attending BZA meetings.

Serves as Town liaison on the Technical Advisory Committee of the Metropolitan Planning Office (MPO), reviewing and giving recommendations on proposed transportation plan amendments, and serving on necessary committees.

Attends all meetings, as required.

Performs related duties as assigned.

JOB REQUIREMENTS:

Master's Degree in Urban Planning and three (3) years prior experience, or Bachelor's Degree and five (5) years prior related experience or equivalent combination of education, training, and experience. GIS experience preferred.

Ability to possess and maintain the following certifications is preferred: American Institute of Certified Planners (AICP), Community Development Block Grant (CDBG) Administrator, Floodplain Management.

Thorough knowledge of and ability to make practical application of Department policies and procedures, and personnel policies and procedures.

Thorough knowledge of Town/County ordinances/code/comprehensive plan regarding zoning, subdivision control, public environmental nuisances, transportation, land development, and subdivision regulations, State laws/ codes, and Federal guidelines and regulations concerned with planning, design, building, and flooding.

Thorough knowledge of Department software, including but not limited to planning, design, GIS/mapping/geodatabase management, word processing, email, presentation, and spreadsheet software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Thorough knowledge of standard principles of bookkeeping and ability to administer department budget, ensuring cost-effective operations and maintenance of accurate records.

Practical knowledge of administration of grants, including research, crafting proposals, and ensuring that all deadlines and requirements are met and maintained.

Working knowledge of standard English grammar, spelling, and punctuation, with ability to prepare correspondence, documents, and detailed written reports.

Ability to supervise and direct assigned staff, including reviewing position documentation, interviewing applicants, making hiring decisions, planning/delegating work assignments, determining significant changes in responsibilities and major tasks, reviewing salaries and making changes as warranted, evaluating performance, recommending personnel actions, maintaining discipline and recommending corrective actions as warranted, and keeping supervisor and assigned staff informed of organization developments.

Ability to read and interpret detailed prints, zoning/plat analysis, architectural drawings, specifications and maps, and perform arithmetic calculations.

Ability to effectively communicate orally and in writing with co-workers, other Town/County departments, Town Council, Planning Commission, Board of Zoning Appeals, State and Federal agencies/departments, Town commerce/development/ revitalization agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compare or observe similarities and differences between data or things, compile, compute, calculate, analyze, evaluate, and fabricate data, and make determinations based on data analysis.

Ability to properly operate equipment, including computer, copier, scanner, telephone, and calculator.

Ability to use and interpret engineering, legal, mechanical, and electrical terminology and language.

Ability to understand, memorize, retain, and carry out written and oral instructions, present findings in oral or written form, and prepare various documents and detailed reports.

Ability to plan and layout assigned work projects, and apply knowledge of people and locations.

Ability to work alone with minimum supervision and with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.

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 plan and present public speaking presentations, and testify in legal proceedings/court.

Ability to regularly work evenings, occasionally work extended hours, and occasionally travel out of town for trainings/conferences, sometimes overnight.

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

DIFFICULTY OF WORK:

Incumbent applies practical and theoretical planning principles in performing duties which are broad in scope and involve many variables and considerations, often with conflicting aspects. Incumbent exercises considerable independent judgment in interpreting precedents, adapting and applying ordinances to individual cases and complex circumstances.

RESPONSIBILITY:

Incumbent develops objectives for areas of responsibility, establishing major administrative and departmental policies, procedures, and performance standards. Incumbent utilizes departmental policies and objectives to address a wide array of complex cases and situations. Incumbent regularly makes decisions in the absence of policy and/or guidance from supervisor, and work is reviewed upon completion for compliance with legal requirements and overall effect on department goals and objectives. Decisions are restricted by only the broadest policy and/or guidance from supervisor.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other Town/County departments, Town Council, Planning Commission, Board of Zoning Appeals, State and Federal agencies/departments, Town commerce/development/revitalization agencies, and the public for the purpose of exchanging information, rendering service, and negotiating.

Reports directly to the Ellettsville Town Manager.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in standard office, a vehicle, and outdoors, involving sitting and walking at will, sitting/standing/walking for long periods, bending at the waist, lifting objects weighing under 50 pounds, reaching, fingering objects, keyboarding, close and far vision, depth and color perception, hearing sounds/communication and speaking clearly. Incumbent drives to work sites to perform fieldwork and may be exposed to extreme temperatures, work near fumes, odors, dust, and dirt, and work in a noisy environment. Incumbent may occasionally be exposed to violent/irate individuals.

Incumbent regularly works evenings, occasionally works extended hours, and occasionally travels out of town for trainings/conferences, sometimes overnight.

OTHER:

The Director position is an appointive position of the Town Council. Specific job duties and job requirements are established at the discretion of the Town Council. A person appointed to the Director position serves at the pleasure of the Town Council, works exclusively for the Town Council, and may be terminated by the Town Council at any time.

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. The Town of Ellettsville 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.