

**Hendricks County**  
**Job Description**

**Title:** Planner

**FLSA Status:** Exempt

**Department:** Planning & Building

**Pay Band:** PAT 4

**Supervisor:** Planning Director

**PURPOSE OF POSITION:**

Serves as the planning and building department liaison to subdivision contractors and engineers, and performs clerical duties for the plan commission staff.

**ESSENTIAL FUNCTIONS:**

- Assists the public with the application requirements of petitions to the Board of Zoning Appeals.
- Verifies all documentation submitted with petitions.
- Coordinates all public notification and public hearing procedures for petitions to the Board of Zoning Appeals.
- Conducts field investigations for all the Board of Zoning Appeals cases and prepares staff comments and recommendations to the Board.
- Interprets zoning map districts and responds to requests for zoning district identification.
- Conducts research concerning divisions of property, ownership and current addresses.
- In conjunction with the Zoning Inspector, the incumbent enforces conditions of approval adopted by the Board of Zoning Appeals.
- Assists citizens with planning and zoning questions.
- Maintains GIS layers with Board of Zoning Appeals information.
- Assists in updating plans and ordinances administered by the Planning and Building Department.
- Writes and presents various reports to the Board of Zoning Appeals.

**NON-ESSENTIAL FUNCTIONS:**

- Maintains Plan Commission and Board of Zoning Appeals Web Pages.
- Performs other duties as assigned.

**EDUCATION AND QUALIFICATION REQUIREMENTS:**

- Bachelor degree in planning or related field.
- Intermediate to expert computer skills.

- Familiarity with standard office productivity software (e.g., Word, Excel, PowerPoint), and with professional GIS and graphic-related software (e.g., Adobe Creative Suite Arc GIS, Google Maps)
- Familiarity with Subdivision Control Ordinance, Comprehensive Plan, Zoning Ordinance, Rules of Procedure and state code related to the functioning of the Board of Zoning Appeals
- Ability to operate basic office equipment
- Must have a valid Indiana driver’s license
- Good organizational skills
- Ability to communicate well, both verbally and in writing
- Attention to detail

**RESPONSIBILITY:**

Incumbent works independently following specific regulations and ordinances to perform duties. Tasks require some decision-making ability in areas that deviate slightly from the standard guidelines, although major deviations or problems are directed to the supervisor. Errors in work usually result in moderate loss of time to the department and inconvenience to contractors.

**WORKING RELATIONSHIPS:**

Working relationships are with supervisor, associates in same department, other county departments, municipalities, developers, engineers, contractors, land surveyors and the general public for the purpose of communicating factual or procedural information.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

The majority of work is performed in a standard office environment; however, exposure to the outdoors is required occasionally.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT:**

The job description for the position of Planner 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 or Type name

