

Hendricks County
Job Description

Title: Senior Planner

FLSA Status: Exempt

Department: Planning & Building

Pay Band: PAT 3

Supervisor: County Planning Director

Date Prepared: 03/30/2001

Revision Date: 06/29/2015

Date Approved: 01/14/2016

PURPOSE OF POSITION:

The Senior Planner assists with the planning, development and implementation of the comprehensive plan for the effective land use balancing new development and agriculture in Hendricks County. Oversees the activities of the plan commission and serves as department head in the director's absence.

ESSENTIAL FUNCTIONS:

- Reviews county codes and regulations for compliance with state and federal requirements.
- Reviews effectiveness and efficiency of the comprehensive plan and assists with revising procedures and objectives as necessary.
- Maintains and updates significant research data (population, employment industry, etc.) for Hendricks County, adjacent counties and comparable communities.
- Reviews subdivision and zoning ordinances to ensure that they support current needs, objectives and are in compliance with county regulations. Recommends adjustments as necessary.
- Interprets comprehensive plan, zoning ordinances, and subdivision ordinances.
- Meets with planning and building department staff, other county offices and the general public regarding the appreciation and enforcement of zoning and subdivision ordinances.
- Communicates information to various county departments in the effective implementation of the comprehensive plan, zoning ordinances and subdivision ordinances.
- Conducts special projects or studies as needed.
- Compiles information for preparing and updating zoning ordinances and comprehensive plans by reviewing existing documents, current trends and practices in development, and by facilitating public and steering committee meetings in order to receive citizens input into new regulations.
- Performs preliminary consultations with developers/engineers on new projects by holding meetings to explain the development process, comprehensive plan and zoning regulations, and to make comments on proposed projects.

- Conducts research for any planning and zoning related topics requested by the Planning Staff, Plan Commission, or County Commissioners.
- Acts as an advisor on planning and zoning matter to the Board of Commissioners, plan commission, and other committees and elected officials in the absence of the director.
- Maintains and updates the zoning layer on the county GIS system.
- Works as liaison between the Board of Commissioners and the Indianapolis Metropolitan Planning Organization.
- Assists the Plan Commission Staff with reviews and prepares staff letters of Plan Commission cases for their compliance with county regulations, consistency with surrounding development, and compliance with the comprehensive plan.
- Works with the Planning Director to educate the Plan Commission, Board of Zoning Appeals, County Commissioners, County Council, Towns, and the general public on the goals of the comprehensive plan and the new regulations of the “Proposed” zoning ordinance and subdivision control ordinance.

NON-ESSENTIAL FUNCTIONS:

- Facilitates meetings for special groups.
- Assesses the computer needs of the office, i.e. hardware, software, etc.
- Attends meetings in lieu of the Planning Director when necessary.
- Serves as Acting Plan Commission Secretary when necessary.
- Performs other duties as assigned.

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Bachelor degree in planning or related field or a minimum of three (3) years of professional planning experience with at least one year of supervisory experience
- Ability to effectively and tactfully deal with other people
- Ability to communicate well, both verbally and in writing
- Knowledge of governmental operations
- Knowledge of the comprehensive and strategic planning processes
- Ability to research and analyze data and develop conclusions based upon resulting information
- Knowledge of county codes and ordinances as well as related state and federal statutes and regulations
- Ability to create maintain and understand the storage of essential data for planning functions
- Ability to have and maintain a valid Indiana Driver’s License
- Ability to make formal presentations before Board, commissions, citizen’s committees and other special interest groups using charts, maps, and graphic illustrations

RESPONSIBILITY:

Incumbent uses independent judgment and decision-making skills in evaluating county planning needs and compliance. Unusual situations or extreme deviations from the norm must be referred to the Director. Work is broad in scope requiring consideration of numerous interrelated issues. Errors in work can result in excessive cost repercussions to the county and embarrassment to the department.

WORKING RELATIONSHIPS:

Working relationships are with supervisor, associates in same department, other county departments, governmental agencies, developers, attorneys, engineers and the general public for the purpose of communicating factual or procedural information, interpreting the zoning ordinance and the subdivision control ordinance, and giving recommendations for development and zoning activities within Hendricks County.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is normally performed in a standard office environment, although some work is performed in the field and may encounter occasional adverse weather and field conditions.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Senior 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