



TOWN OF PLAINFIELD
invites applications for the position of:

PLANNER/ZONING COMPLIANCE OFFICER

An Equal Opportunity Employer

SALARY: \$1,196.80 Biweekly

OPENING DATE: 04/12/18

CLOSING DATE: 04/29/18 11:59 PM

GENERAL PURPOSE:

The Planner/Zoning Compliance Officer will be responsible for determining, with the help of Town staff, whether properties are in violation and which articles of the Zoning, Subdivision Control and Nuisance Abatement or other ordinances are being violated. The Planner/Zoning Compliance Officer will communicate this information to property owners, tenants and staff. The Planner/Zoning Compliance Officer will work with the Planners, other staff and property owners in coordinating solutions and courses of action for the affected properties. If violations are not corrected in a reasonable period of time, the Planner/Zoning Compliance Officer may issue written citations and work with law enforcement agencies and courts to resolve the violations. The Planner/Zoning Compliance Officer will be general support for Development Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Process and/or review administrative permits
2. Analyze development requests, write and present staff reports to elected and/or appointed boards, committees, and commissions
3. Ensure that complete, accurate, and up-to-date information is retained within both electronic and physical filing systems
4. Act as a resource for the public, other staff, elected and appointed officials regarding the Municipal Ordinances, zoning map, development activities, and the Comprehensive Plan
5. Create and distribute legal notices, agenda, and signs for public hearings in accordance with Town and State ordinances and regulations
6. Participate in Comprehensive Plan updates, Zoning Ordinance amendments, special studies, and research
7. Determine zoning and Town code compliance through use of zoning and related ordinances, inspection, and site plan review
8. Issue Certificates of Zoning Compliance
9. Determine course of action to resolve non-compliance with zoning and nuisance ordinance
10. Perform inspections for zoning violations or nuisances based upon citizen complaint, staff referral, and/or proactive methods
11. Respond to complainants and those in violation in a professional manner
12. Maintain the existing compliance filing system available to other staff members with sufficient documentation to ensure the proper prosecution of violations through the legal system, should the need arise
13. Other duties as assigned

REQUIREMENTS:

- **Possession of a Bachelor's degree in urban planning or related field from an accredited university with major course work in planning; experience in municipal planning work, municipal government or any equivalent combination of education and experience totaling one to three years.**
- Must possess and maintain a valid Indiana driver's license with a driving record acceptable to the Town's insurance carrier.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to effectively communicate in fluent English in a courteous, tactful and professional manner on an individual or group basis and in public meetings
2. Ability to communicate through the written word
3. Ability to read maps, site plans and some knowledge of Landscape Architecture is preferred
4. Ability to understand, explain and apply ordinances and site plans, which may be highly technical
5. Ability to operate a personal computer utilizing word processing, excel, database management, e-mail and other software applications as may be necessary to perform the essential job functions

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.townofplainfield.com>

Job #00077
PLANNER/ZONING COMPLIANCE OFFICER

OUR OFFICE IS LOCATED AT:
206 W Main St
Plainfield, IN 46168
317-754-5391
pdelong@town.plainfield.in.us

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