



ASSOCIATE / SENIOR PLANNER

Job Posting

Position Title:	Associate Planner or Senior Planner (based on education and experience)
Department:	Planning
Supervisor:	Assistant Planning Director
Salary Range:	Associate Planner: \$45,305 - \$56,631 Senior Planner: \$56,634 - \$67,957
FLSA:	Exempt; Full-time; Safety Sensitive
Application Deadline:	August 29 – Interviews to begin immediately See instructions below

INTRODUCTION:

Columbus, Indiana, population 50,000 is well known for its architectural innovation, community collaborations, engaged public, and high quality of life. The City is a regional center for financial services, health care, employment, entertainment, and shopping. For more information about our community visit our visitor center website at <https://columbus.in.us>.

Our Planning Department is a best practice leader in Indiana, with six recognitions for how we plan, communicate, and innovate since 2010. Our staff of 10 provides long-term community planning, development review, transportation planning, and floodplain management for Columbus and Bartholomew County. We value a positive, team-focused workplace culture, commitment to the profession and our community, and creative problem solving. We are currently accepting applications for either an Associate or Senior Planner (based on education and experience). For more information about the Planning Department visit <https://www.columbus.in.gov/planning>.

APPLICATION INSTRUCTIONS:

Candidates must apply online at: <http://jobs.columbus.in.gov>.

A completed application, as well as a cover letter, resume, and contact information for three professional references uploaded as attachments, are required. Documents must be in the form of a .doc, .pdf, or .jpg in order to upload.

If you need assistance or accommodation in completing the online application, please call or email Human Resources at 812.376.2570 or humanresources@columbus.in.gov.

Questions about the position may be directed to Jeff Bergman, Planning Director, at 812.376.2550 or jbergman@columbus.in.gov.

POSITION SUMMARY:

This staff member is primarily responsible for managing the review process for development projects, including new business signs, neighborhoods, manufacturing facilities, and urban, mixed-use construction. Application types include (1) subdivisions of varying complexity; (2) site plans, sign applications, and other similar administrative approvals; (3) variances, conditional uses, and other similar requests to be considered by the Board of Zoning Appeals; and (4) rezonings, annexations, site development plans, and other similar requests to be considered by the Plan Commission. The position may also provide problem solving, creative thinking, research skills, and/or management for planning studies and other projects. This may include participating on special project teams, researching and documenting planning-related topics, and serving as a liaison to one or more community groups.

An Associate Planner in this role would be expected to complete the typical duties with a moderate amount of supervision and to contribute to Planning Department studies and special projects primarily in supporting roles.

A Senior Planner in this role would be expected to complete tasks with a comparatively greater level of independence, manage especially complex or multi-step development review processes, and have greater participation in and/or management of studies and special projects initiated by the Planning Department.

Typical Duties:

- Processing, review, and documentation of subdivision, site plan, annexation, rezoning, conditional use, variance, and other similar applications.
- Analysis of development proposals in comparison with the applicable zoning ordinance, subdivision control ordinance, and other appropriate standards.
- Preparation and presentation of staff reports and recommendations regarding applications being considered by the plan commission or board of zoning appeals.
- Discussion and communication of development requirements and application details with the public, developers, land surveyors, and others.

- Coordination and preparation of all necessary public notices for assigned development review applications.
- Participation in regular project scheduling meetings and coordination of assignments with related Department projects and other development review applications.
- Conducting of site visits and other investigations as necessary to document conditions affecting development review applications.
- Maintenance of all case files regarding assigned development review applications.
- Research, preparation, and presentation of studies and reports on a variety of land use planning topics and issues as assigned.
- Participation on special project teams and completion of studies and special projects as assigned.
- Representation of the City, County, and/or Planning Department as a liaison to one or more community groups.
- Identification of, and participation in periodic training and educational events designed to advance local understanding of planning issues.
- Driving at times in a City vehicle to various locations on behalf of the Planning Department and to work-related events.
- Other duties, as assigned. *This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks and other duties are typically assigned dependent upon the needs of the office.*

EMPLOYEE BENEFITS:

In addition to competitive, market-based salaries, the City of Columbus offers a generously-financed retirement pension program and comprehensive health insurance. The City also allows for flexible work hours and supports employee professional development.

The City of Columbus is a qualified public service employer for student loan forgiveness through the federal Public Service Loan Forgiveness (PSLF) Program.

QUALIFICATIONS:

An Associate Planner shall possess a bachelor's degree in urban planning, geography, landscape architecture, public policy, or a related field of study. Working knowledge of community planning concepts and issues, as well as word-processing software and mapped information is required. Excellent verbal and written communication skills are also required.

Qualifications for a Senior Planner, in addition to those listed above, include a minimum of 2 years of comparable work experience. American Institute of Certified Planners (AICP) certification is also desirable for a Senior Planner.

Further Qualifications: Due to the required use of a City vehicle, this employee must also have a valid Indiana Driver's License or the ability to obtain one upon being hired, and must have a driving record acceptable to the City's insurance carrier. The Driver's License and insurability must be maintained at all times during employment by the City of Columbus. The use of a City vehicle makes this a safety-sensitive position and subject to pre-employment drug/alcohol screen as well as a drug/alcohol screen for reasonable suspicion, cause (accidents), and randomly.

**AN EQUAL OPPORTUNITY EMPLOYER
M/F/D/V**

*all potential applicants are encouraged to apply, and if you need an accommodation or help to apply online, please call 812.376.2570 to make an appointment or email humanresources@columbus.in.gov