



Associate Planner
Town of Clarksville

Job Description

This is a full-time position which performs technical work that assists in providing current planning services as well as administrative support for the Clarksville Planning and Zoning Department. Under the supervision of the Planning Director, this position will work closely with members of the public regarding land use and development regulations, and perform routine administrative functions related to the Technical Review Committee, Board of Zoning Appeals, and Plan Commission. In certain situations, this position may be required to coordinate with other staff members on the preparation or implementation of long-range plans.

The starting salary will be \$39,894.40 annually, plus an excellent benefit package. Located at the Clarksville Town Hall, 2000 Broadway, Clarksville, IN, Monday through Friday 8:30-4:30 pm.

Position Objectives

- Provide outstanding customer service to members of the public on issues related to land development and zoning.
- Administer the Technical Review Committee to ensure the continued success and efficiency of the committee.
- Assist in the implementation of the Town's Comprehensive Plan and Zoning Ordinance by reviewing plans and applications.
- Contribute to departmental efficiency through the administration of docket files and the general processing of plans and applications.

Essential Functions

- Interact with public, petitioners, and their representatives concerning zoning regulations and developments through the fielding of phone calls, emails and in-person meetings.
- Review accessory structure, sign, temporary event, as well as various other applications for conformance with the Comprehensive Plan, Zoning Ordinance, and other Town documents.
- Oversee the docket files and electronic tracking system for Technical Review Committee, Board of Zoning Appeals, and Plan Commission:
 - Coordinate with applicants to ensure proper documentation is received, processed, properly filed, and distributed.
 - Create and maintain the docket file throughout the planning review and approval process including both the physical and electronic version.
 - Assist applicant in satisfying public notice requirements related to items for the Board of Zoning Appeals and Plan Commission. This may include site visits.
 - Create and update application records in the Town's electronic permitting system.
- Oversee the administration of the Technical Review Committee:

- Coordinate with attendees on scheduling and submissions.
- Maintain and distribute agendas and documentation to committee members.
- Take minutes during the meeting.
- Collect and organize member comments and distribute to attendee.
- Ensure proper filing and organization of all TRC materials.
- As needed, assist with the completion of staff reports of limited complexity for the Plan Commission and/or Board of Zoning Appeals.
- Assemble staff reports and other information for Technical Review Committee, Board of Zoning Appeals, and Plan Commission.
- Attend, as needed, public meetings including but not limited to the Board of Zoning Appeals and Plan Commission.
- Help to identify ways to improve departmental efficiency.
- Perform minor GIS tasks to aid in both current and long-range planning.
- Coordinate with other Town departments on various projects for Clarksville to ensure proper filing and organization of all relevant materials and documents.
- Conduct research or prepare information as needed for current and long-range planning.
- Performs other duties as assigned by the Planning Director.

Candidate Qualities

- Ability to provide outstanding customer service to members of the public, potential developers, consultants working with the Town, and others as needed.
- Ability to accurately read, interpret, and make practical application of land use documents, including legal descriptions, deeds, site drawings, aerial photos, and maps; state law; local ordinances; and department policies and procedures regarding land use regulations and planning.
- Proficient knowledge of standard computer programs including but not limited to Microsoft Office Suite.
- Experience using GIS software, specifically the ArcGIS platform version 10.0 or higher.
- Ability to make relevant arithmetic calculations.
- Ability to plan, prioritize, and coordinate multiple short- and long-range projects.
- Capability to multi-task and complete assignments effectively amidst frequent disruptions.
- Ability to work alone and with others in a team environments, with minimum supervision, and maintain appropriate, respectful interrelationships with coworkers.
- Competence to understand and follow written and oral instructions and directions, and appropriately respond to constructive criticism.
- Skill to effectively communicate in oral and written form on all matters relating to the planning process.
- Ability to provide public access to or to maintain the confidentiality of department information and records, according to state requirements.

Education and Experience Requirements

- Requires a Master's degree in urban planning or related discipline preferably including some work or internship experience with transferable skills; or a Bachelor's degree in planning or related discipline with a minimum of 1 - 3 years of experience in planning; or any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.
- Requires a valid driver's license.

Working Conditions

- The majority of work will be completed in an office environment using a computer.
- Will occasionally work extended hours, as required.

Deadline for applications is **May 31st, 2018**. A resume and cover letter should be submitted to the following address or e-mail.

Anita Neeld
Human Resources Director
Town of Clarksville
2000 Broadway Suite 208
Clarksville, IN 47129
812-283-1504
aneeld@townofclarksville.com

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