

Job Description

POSITION:	Planner
DEPARTMENT:	Planning and Zoning
WORK SCHEDULE:	Monday – Friday, 8:00am – 5:00pm, and as assigned for evening meetings, emergency needs, or otherwise.
CLASSIFICATION:	Full-Time/Exempt
REPORTS TO:	Town Administrator
DATE WRITTEN:	December 2021

POSITION SUMMARY

The primary mission of all Planning and Zoning Department employees is to provide the Town of Winfield with the most efficient, consistent, and effective services possible. All employees are expected to conduct themselves in a courteous and professional manner. The Planner responsibilities include, but are not limited to, coordinating and managing activities of the Planning and Zoning Department including performing a number of technical tasks in order to assist in the preparation, enforcement, and interpretation of the Town's comprehensive plan and municipal code, and all ordinances governing commercial, residential, and industrial development. This position also provides for the ongoing review and updating of the comprehensive plan, zoning and subdivision control code, and reviews proposed changes with the Town Administrator.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this position description are representative of the knowledge, skill, and/or ability required. The Town of Winfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

ESSENTIAL DUTIES

This position includes, but is not limited to, the following responsibilities:

- Follow Town and department operating policies and procedures;
- Conduct accurate record keeping as required for the department;
- Coordinate proper government and regulatory reporting;
- Understand and utilize the community wide comprehensive plan;
- Review existing ordinances to ensure compliance with the comprehensive plan;
- Participate in preliminary meetings with prospective developers in order to explain development standards and review processes with a goal of bringing creative projects of all types that enhance the quality of life in Winfield;
- Assist Town residents and property owners with Zoning matters;
- Coordinate the plan review process in collaboration with the Building Department, Town Engineer, Town Administrator, and legal counsel;
- Monitor and communicate with developers the status of subdivision performance and maintenance bonding requirements;
- Maintain all departmental filing and database systems;
- Review and make recommendations regarding fees;
- Serve on various employee or other committees as assigned by the Town Administrator;
- Represent the Town in a professional manner in all dealings with the public and must be available some evenings for meetings;
- Provide staff support to the Plan Commission and Board of Zoning Appeals on matters related to plan approval, the comprehensive plan, and infrastructure improvements, including preparation of the Agenda and Minutes. This includes attendance at evening meetings;
- Provide staff support for all TAC meetings including preparation of the agenda;
- Assist in the pursuit of grant opportunities for improvements in the Town;

- Review and respond to customer/resident inquiries and concerns;
- Work through difficult and sensitive issues and complaints, develop solutions and resolve conflicts;
- Work with the Police and Fire Departments to identify and correct issues related to unsafe or abandoned buildings, as well as buildings in violation of the Winfield Town Code;
- Assist with Code Enforcement activities as needed;
- Assist in the preparation of complaints for legal action against violators of the Town Code, and when necessary, works with legal counsel for prosecution through the courts;
- Advise the Town Administrator of any necessary revisions or corrections to the municipal building codes and regulations;
- Prepare periodic reports for the Town Council and Town Administrator, and other regulatory agencies as required;
- Periodically attend training seminars/conferences;
- Compose formal letter communications;
- Performs other duties consistent with the position as directed;
- Assist other departments as needed and performs other duties as assigned by the Town Administrator.

PERIPHERAL DUTIES

- Operate a motor vehicle, with a valid Indiana driver's license, to drive to and from job sites to conduct inspections and observations;
- Represent the Town in a professional manner in all dealings with the public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Professional and reliable exercise of independent judgement;
- Ability to work alone with minimum supervision and with others in a team environment;
- Collaborate with others professionally and effectively;
- Possess an alert mind, retentive memory, and logical thinking and problem solving, and be capable of understanding and following both written and oral instructions;
- Ability to remain focused, and take on new assignments, in a fast-paced work environment;
- Be able to express oneself clearly and concisely in both oral and written reports;
- Be able to establish and maintain effective and cooperative relationships with superiors, fellow employees, and the general public;
- Regular and punctual attendance;
- Comply with the Town of Winfield Employee Policy Manual.

PHYSICAL ACTIVITY REQUIREMENTS

- Be able to occasionally lift or move up to 25 pounds;
- Work is performed primarily in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment;
- Maintain a level of physical and mental fitness to perform the required duties of the job position;

TOOLS AND EQUIPMENT USED

- Personal computer, including email, spreadsheets, word processing, GIS software, and permitting software; motor vehicle; calculator; phone.

EDUCATION, QUALIFICATIONS, AND EXPERIENCE

- Bachelor's degree in a field related to planning and four (4) years of experience in planning and zoning in a municipal environment, or equivalent experience in a similar setting;
- Excellent understanding of site plans, blueprints, and construction plans;
- Possession of a valid Indiana driver's license and demonstrated safe driving record.

DRUG AND ALCOHOL TEST REQUIRED

- The Town of Winfield is a Drug Free Workplace. Therefore, a post offer, pre-employment alcohol and drug screen is required.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview(s) and reference check; job related testing may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position. In addition to the duties and responsibilities listed hereinabove, the employee in the Job Position Description shall further be responsible for and required to undertake any specific statutory or other legal duties and responsibilities required of the job position. Reasonable accommodations may be made to enable individuals with disabilities, as defined by the Americans With Disabilities Act, as amended, to perform the essential functions as identified hereinabove.

The job description does not constitute an employment agreement between the Town and employee and is subject to change by the Town as the needs of the Town and requirements of this job position change.