

TOWN OF AVON JOB DESCRIPTION

Job Title: Assistant Planner

Exempt: No

Pay Grade: A8 (\$20.96 - \$25.15 hourly)

Reports to: Planning Director

Department: Planning & Building Department Closing Date: August 31, 2020

JOB SUMMARY

The Assistant Planner conducts various activities related to current planning and code enforcement. Planning responsibilities include, but are not limited to, providing staff support to the Plan Commission and Board of Zoning Appeals, researching and applying local zoning ordinances, and participating in periodic reviews and updates of the Town's Zoning and Subdivision Control Ordinances and Comprehensive Plan. This position operates under the direction of the Planning Director.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Assistant Planner might be asked to perform. Other duties may be assigned.

Essential Functions:

- Performs a variety of professional planning duties related to current planning.
- Supports the Plan Commission by reviewing plans, preparing staff reports, and preparing Findings of Fact for zoning amendments, planned unit developments, and development plan review.
- Manages technical advisory committee and provide project comment letters.
- Coordinates projects between the Public Works department and Engineering firms regarding Plan Commission.
- Provides information and assistance to the public on planning related matters, including zoning and subdivision control ordinances, and other land use applications.
- Assists Planning Director with coordination of training sessions.
- Participates in and assists with preparation of development ordinances, comprehensive plan, special area plans, and other plans or projects the department undertakes.
- Determines zoning compliance through zoning research, use of zoning related ordinances, inspection and development plan review.
- Responds to inquiries by the general public on planning issues.
- Maintains and periodically updates Planning Department information on the Town's website.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Bachelor's degree in Urban Planning, landscape architecture, engineering, architecture, or a related field from an accredited college or university.
- Minimum of one (1) year work experience in municipal planning preferred.
- Experience using GIS preferred.
- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Indiana Driver's License, and have an acceptable driving record.

Skills and Abilities:

- Knowledge of the principles and practices of city planning.
- Ability to understand, explain and apply ordinances and development plans, which may be highly technical.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff, and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Advanced ability to prepare reports for publication and presentation.
- Ability to operate a computer utilizing word processing, spreadsheet programs, database management, e-mail and other software applications as required to perform essential job duties.
- Ability to work independently, and with a team.
- Demonstrated ability to approach work in a highly organized and self-motivated fashion.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to maintain confidentiality of materials.

Language Skills:

- Ability to communicate effectively with other Town employees, officials and the general public.
- Ability to communicate effectively in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings.

Mathematical Skills:

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Skills:

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work, and establish priorities.
- Ability to distribute work among co-workers or others.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- The majority of work is performed in an office setting; however, employees may be expected to perform duties outdoors in all types of weather with exposure to the elements.

Work Environment:

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.