



Job Title: City Planner

Department: Planning, Preservation, and Design

Reports to: Mayor/Deputy Mayor

Salary & Benefits:

This is an exempt position with a salary ranging from \$50,000 to \$75,000 based on qualifications and experience per the salary ordinance. Benefits include medical, dental, and vision insurance, life insurance, additional voluntary life insurance, a retirement plan, a health savings account, an employee assistance program, paid time off (sick, holiday, and vacation time), parental leave benefits, and access to a no-cost clinic with Britt Family Medicine.

Job Summary:

The City Planner performs professional planning and technical work by guiding the growth of the city in compliance with the Comprehensive Plan and city ordinances. This position requires daily collaboration with a team of professionals to ensure effective project coordination and successful outcomes.

Responsibilities:

- Serves as technical advisor and support to Plan Commission and Board of Zoning Appeals, and attends all Plan Commission, Board of Zoning Appeals, P.A.C.E. Grant Program, and Historic District Board of Review meetings
- Guides the development of projects through the Planning and Zoning Process in addition to responding to issues from the public regarding zoning and planning matters
- Provides resources and assistance with the Geographical Information System (GIS)
- Create planning documents and reports to support city initiatives
- Consult with citizens, department heads, and other officials of municipal, county, state, and federal governments to assist in the coordination of all phases of planning
- Advocate for public interest in new developments and assist the administration with communicating and advocating for the benefits to the community of planning and zoning
- Conduct reviews of various development applications, including plats, permits, site plans, sign permits, variance requests, and re-zoning, while coordinating with staff regulations, zoning codes, and policies
- Maintains professional affiliations and participates in continuing educational activities, meetings, conferences, and workshops
- Other related duties as assigned by the Mayor and Deputy Mayor

Qualifications:

- Suggested 3- 5 years of experience in professional planning
- American Institute of Certified Planners (AICP) certification preferred
- Knowledge of GIS software
- Proficient in Microsoft Office Suite and Adobe software
- Strong analytical skills
- Excellent written and verbal communication skills
- Ability to work as part of a team

- Through knowledge of planning legislation, Federal and State planning regulations and guidelines
- Able to organize planning research, make preliminary determinations, and summarize results in written reports and graphic form
- Strong interpersonal abilities with a personable and professional demeanor.
- Proven ability to work collaboratively in a team environment and build positive relationships with colleagues and stakeholders.

Physical Demands & Working Environment

- Work is performed indoors in an office environment and outdoors, performing field inspections
- Must have skills to effectively communicate and interact with other employees and the public through the telephone, email, and personal contact
- Requires the physical capability to effectively use and operate different office equipment, such as a telephone, desktop computer, calculator, copier, scanner, fax machine, etc...
- Requires sitting, standing, walking, bending, crouching, reaching & extending, and repetitive motion; occasional lifting and moving of light objects; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects

Equal Opportunity Employer/ADA

The City of Madison is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, age, national origin, or any other category protected by law. Further, the city will comply with all legal requirements related to affirmative action, the employment of the handicapped, and veterans. In compliance with the Americans with Disabilities Act, the City of Madison will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To Apply:

Submit resumes and the Application for Employment at www.madison-in.gov/employment or email a full application and resume to jarmstrong@madison-in.gov.