

City of Greenwood – Planner

Job Title:	Planner	Job Category:	Exempt
Department/Group:	Community Development Services (CDS)	Job Code:	
Location:	City Center 300 South Madison Ave Greenwood, IN 46142	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Director of Human Resources	Supervisor:	Planning Director
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	This is an entry-level position responsible for preparing and updating City maps, preparing fiscal plans supporting annexation of property, reviewing applications for sign permits, reviewing landscape plans, enforcing the Unified Development Ordinance, and maintaining various land development records.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Operate a computer and maintain organized records and files as required, such as development plans, plats and maps;
- Accept land use petitions from petitioners, distribute plan sets to appropriate agencies, and update appropriate zoning database;
- Assist City Engineer and Planning Director with reviewing land development and subdivision proposals to ensure compliance with applicable ordinances, and with drafting and updating various City maps assigned, such as zoning, thoroughfare, annexation, commitments, variances, alley vacation, and drainage maps;
- Inspect public improvements during construction in subdivisions or other developments, including maintaining accurate inspection logs, reporting to supervisor, and communicating with developers regarding problems;
- Attend and participate in various meetings as assigned, such as Plan Commission or BZA, providing technical assistance and explaining policies, procedures, objectives and action on specific cases as needed;
- Review plans, applications, sign permits in accordance with provisions of the Municipal Code, and issuing permits where established standards have been met;
- Periodically (at least once per week) inspect installations of signage within the municipal boundaries, issuing warning letters and citations, if necessary, to those installations found to not be in compliance with the Sign Code;
- Attend meetings of Plan Commission and Board of Zoning Appeals, as needed;
- Assist in compiling data, conducting surveys and performing related technical duties as needed in developing/updating various Department reports and documents, such as City master plan, Annual Report, Annual GASB, Street Inventory and zoning, building and sign ordinances;
- Research official records and documents at Johnson County Courthouse, and write and/or verify legal descriptions of land parcels pertaining to zoning, annexation, subdivisions and other projects;
- Maintain digital records and, in conjunction with other Department Staff, purge paper records in accordance with disposition schedule.

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- Maintain current knowledge of planning trends and activities in other communities by reading professional publications and periodically attending conferences/seminars;
- Inspect properties within the City for compliance with zoning regulations;
- Perform other duties as assigned.

Job Requirements:

- **Education:** Bachelor’s Degree in Urban Planning, Public Administration, Architecture or similar field.
- **Experience:** None required.
- **Skills and Abilities:** Ability to make simple arithmetic calculations and maintain accurate records, read and interpret detailed prints, specifications, property legal descriptions, plats, maps and aerials, work with others in a team environment, plan and layout assigned work projects, and understand and follow oral and written instructions, perform a variety of record keeping and research duties according to Department goals and objectives and technical specifications, exercising independent judgment in applying guidelines to individual cases and circumstances, occasionally work extended and/or evening hours, and occasionally travel out of town, sometimes overnight, and provide a valid driver’s license.
- **Physical:** Must be able to sit/ and or stand for long period of time and be able to lift up to 25 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.
The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Name Printed: _____

Employee Signature: _____

Date: _____

Approved By: