

## **Town of Munster, Indiana Position Description**

<b>Title:</b>	Planning Director	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Town Manager	<b>Position Status:</b>	Full Time
<b>Date Prepared:</b>	February 2017	<b>Class:</b>	17
<b>Prepared By:</b>	Debi Macut	<b>Pay Range:</b>	\$67,633.80 - \$94,687.06

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### **Purpose of Position**

Incumbent is responsible for all municipal planning functions, including the development and implementation of the Town's Capital Improvement Plan. Work involves land use planning; staffing and providing technical assistance to the Plan Commission; researching, developing, coordinating and administering land use and planning related projects; maintaining accurate records; and public contact. Work is performed under the general supervision of the Administrator with considerable independence of action. Work is reviewed through discussion, reports and results achieved.

### **Essential Duties and Responsibilities**

- Establishes guidelines and is responsible for the review and verification of all applications for zoning related permits; advises applicants and Plan Commission of application status and compliance with ordinances; coordinates review with appropriate town departments.
- Drafts planning ordinances, prepares departmental budget and represents the Town at various regional planning agencies as necessary.
- Manages, plans, coordinates and reviews all activities and personnel within the department.
- Makes recommendations to Plan Commission for appropriate action or additional conditions to be imposed.
- Collects land use data for use in preparation of comprehensive plan and development of zoning regulations.
- Attends and staffs Plan Commission meetings; prepares appropriate notices and supporting documents; prepares and distributes meeting minutes.
- Prepares reports; maintains records; processes purchase orders and accounts payable, and monitors special project budgets.
- Assists in the creation of the Capital Improvement Projects Plan for the Town; assists in the management and implementation of the five-year capital plan and monitors its progress.
- Prepares and drafts long range plans and other special projects as requested.
- Assists and provides technical assistance to various town committees and Boards including the Redevelopment Commission.

- Perform other related functions as assigned or required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Bachelor's degree in urban planning, engineering or a related field; master's degree preferred; experience with municipal planning; or an equivalent combination of experience and training. A professional certification or license is preferred.

### **Knowledge, Skills and Abilities Required to Perform Essential Job Functions**

- Thorough knowledge of the principles and practices of municipal land use planning.
- Knowledge of municipal zoning statutes.
- Knowledge of grant development and writing; budget development and grant administration.
- Some knowledge of civil engineering including use of survey equipment, map making and reading, and photo interpretation.
- Knowledge of title search and filing procedures.
- Ability to analyze and interpret laws, ordinances, rules and regulations.
- Ability to keep varied records, to assemble and organize data, and to prepare standard reports from records.
- Ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.
- Ability to maintain detailed records and to prepare reports.
- Knowledge of the principles and practices of planning, design and development.
- Knowledge of the techniques of graphics and layout.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to utilize algebra, geometry and statistical theory.

### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

To Apply: Send letter of application and resume to [dmacut@munster.org](mailto:dmacut@munster.org) or Town of Munster, Attn. Town Manager, 1005 Ridge Road, Munster, IN 46321. Open until filled.

**Environmental Adaptability**

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The Town of Munster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date