



*At Your Service*

**Planning Director  
Town of Munster**

The Town of Munster, Indiana, is seeking a highly qualified individual to serve in the exciting position of Planning Director. Munster is a suburban community that is home to 23,000 residents, two regional hospitals, and an award-winning school district and is located less than 30 miles from downtown Chicago.

We are a busy community looking for a seasoned and energetic professional that can meet the potential of our opportunity.

**Essential Functions**

- Provide professional, technical, and administrative support to the Plan Commission and the Board of Zoning Appeals, including processing applications, advising applicants, preparing agendas, drafting and presenting staff reports, and developing recommendations regarding policy and code revisions.
- Regularly attend evening meetings of the Plan Commission and Board of Zoning Appeals.
- Attend evening meetings of the Town Council as needed.
- Supervise the Community Development Department, which consists of two building inspectors, a zoning enforcement officer, and two administrative assistants.
- Coordinate all development proposals with all Town departments through the Town's interdepartmental Site Plan Review Committee.
- Review site plans and building permit applications for consistency with zoning and subdivision ordinances.
- Initiate and manage long-range and short-range planning projects.
- Proactively seek grant funding; prepare applications for and administer grants.
- Prepare and administer the Community Development Department budget.
- Provide technical assistance and information to citizens, property owners, land developers, staff members, Town officials, or other individuals regarding comprehensive plan issues, zoning ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution.
- Maintain accurate records of planning applications and decisions.
- Maintains a comprehensive, current knowledge of Indiana state law and current best practices; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

In addition, the Planning Director will be involved in several major projects that are underway:

- The Town is halfway through the completion of its decennial Comprehensive Plan update.



- The Town is collaborating with the Northern Indiana Commuter Transit District (NICTD) as they construct the Westlake Commuter Rail Expansion which will result in two new commuter rail stations in Town.
- The Town was awarded a \$17.4 million RAISE Grant to retrofit Ridge Road from a 5-lane legacy highway to a 3-lane multi-modal pedestrian friendly corridor directly adjacent to the NICTD commuter transit expansion.

A bachelor's degree in urban planning, engineering or a related field is required, while a master's degree is preferred. Five years of experience in municipal or land use planning is desired. The equivalent combination of experience and training may be considered. AICP professional certification is preferred.

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