

**Senior Planner**  
**Department of Planning and Zoning**  
**Johnson County (IN)**

The Johnson County (IN) Department of Planning and Zoning is seeking to fill its open Senior Planner position.

The Department handles all planning, zoning, permitting, inspection, site development, and code enforcement operations within the unincorporated area of Johnson County. The jurisdiction represents the southern fringe of the Indianapolis metropolitan region, featuring a population of about 50,000, and a land area of about 250 square miles.

The Senior Planner will manage the Department's current planning, plan review, property subdivision and zoning enforcement processes, and will additionally help facilitate zoning and subdivision control ordinance revision and long-range planning activities.

The ideal candidate possesses excellent written and verbal communication skills; experience within planning or other professional land use and development environments; the ability to multitask, work under pressure, and work independently; technical savvy; and professionalism. S/he also is a quick learner, is reliable and punctual, and is a natural collaborator.

The Senior Planner reports directly to the Director of the Department of Planning and Zoning.

**Experience and Education Requirements:** Two years of experience in planning or a related field preferred. Bachelor's degree is required; However, applicable experience may substitute for education, and vice versa.

**Salary:** up to \$60K, depending on qualifications. Full benefits include health, dental, vision, and enrollment in the Indiana Public Employee Retirement Fund (PERF).

**Work Schedule:** Monday through Friday, 8:00 AM to 4:30 PM. Attendance at evening public hearings and meetings will also be required, generally twice per month. On very rare occasions, weekend or holiday hours may be required.

**Work Venue:** Department offices are in the Johnson County Courthouse West Annex Building, 86 West Court Street, in downtown Franklin, Indiana. The Senior Planner will also perform regular fieldwork using a fleet vehicle.

Resumes will be accepted until the position is filled. Interested candidates should send a resume, cover letter, and a list of three professional references to [mhansard@co.johnson.in.us](mailto:mhansard@co.johnson.in.us).

**Visa sponsorship provided:** No

**POSITION DESCRIPTION  
COUNTY OF JOHNSON, INDIANA**

**POSITION:** Senior Planner  
**DEPARTMENT:** Planning and Zoning  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, and Technological)

**DATE WRITTEN:** July 2017  
**DATE REVISED:** May 2018

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Johnson County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Senior Planner for the Planning and Zoning Department, responsible for reviewing, enforcing, and providing information to the public on land use regulations.

**DUTIES:**

Responds to inquiries, including researching computer and printed records, providing information, assisting with forms/applications, and explaining procedures and legal requirements.

Reviews and processes various applications, such as improvement location permits, rezoning, variances, special exceptions, property divisions, and appeals, including reading legal descriptions, researching records and maps, and explaining procedures and legal requirements. Assists petitioners in preparing applications to Planning Commission and Board of Zoning Appeals.

Accepts, processes, and writes staff reports for land use petitions such as standard zoning variances, appeals, zoning special exceptions, subdivision reviews, and waivers from subdivision requirements.

Presents land use petitions and staff recommendations to County Boards at public hearings.

Reviews all commercial site plans and building permits for zoning compliance.

Investigates formal complaints, including inspecting sites, preparing and mailing violation notices as needed, discussing with applicant to resolve problems, and making follow-up inspections to ensure compliance.

Prepares sub-area plans for target communities as needed.

Performs various administrative tasks as assigned, including entering data on computer, typing, copying and filing a variety of documents, such as permits, correspondence, and plats, and printing reports as required or requested.

Answers telephone and greets office visitors, providing information and assistance, taking messages, logging calls, or transferring/directing to appropriate individual or department.

Assists in preparing various periodic reports as assigned, including compiling data, entering on computer, printing, copying and distributing as required.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS:**

Baccalaureate Degree in planning, public administration, or related field.

Must be at least 18 years of age.

Working knowledge of and ability to read, interpret and explain County zoning and subdivision control ordinances, property legal descriptions, GIS, Microsoft Word, PowerPoint, and aerial, flood plain and plat maps.

Working knowledge of Department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic bookkeeping principles, and ability to perform basic algebra and geometry calculations, maintain and reconcile records and receipts, and prepare detailed reports.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, calculator, copier, scanner, telephone, plotter, and scale.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Board of Zoning Appeals, Planning Commission, Surveyor, IT/GIS, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to compare or observe similarities and differences between data and compile and collate data.

Ability to analyze, evaluate, observe, diagnose, and investigate.

Ability to understand and follow oral and written instructions and work alone and with others in a team environment.

Ability to apply knowledge of people and locations, plan and layout assigned work projects, and read/interpret detailed prints, sketches, layouts, specifications, and maps.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended hours, evenings and occasionally travel out of town, for continuing education activities, but not overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in modifying rules, instructions, and guidelines to properly address specific cases and circumstances. Incumbent performs a broad array of duties which are not clearly related and involve analytical effort to diagnose.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with the supervisor, and work is periodically reviewed for compliance with legal requirements and the effect on Department goals/objectives. Work errors are primarily detected or prevented through supervisory review. Work errors could result in loss of time to correct the error.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Board of Zoning Appeals, Planning Commission, Surveyor, IT/GIS, and the public for the purpose of giving and receiving information and exchanging ideas and information.

Incumbent reports directly to Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment and outdoors at site visits involving sitting for long periods, walking on uneven terrain, working in wet/icy surroundings, working near fumes, odors, dust, and dirt, working in a noisy environment, lifting/carrying under 25 pounds, hearing sounds/communication, keyboarding, and speaking clearly.

Incumbent occasionally works extended hours, evenings and occasionally travels out of town, for continuing education activities, but not overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Senior Planner for the Planning and Zoning describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Name